

REGULAR MEETING
OF THE BOARD OF DIRECTORS
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
18700 Ward Street, Board Room, Fountain Valley, California
March 20, 2024, 8:30 a.m.

Teleconference Site:
25652 Paseo De La Paz
San Juan Capistrano, CA 92675
(Members of the public may attend and participate in the meeting at both in-person locations.)

This meeting will be held in person. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting and the Zoom component is not required, but rather is being offered as a convenience, if there are any technical issues during the meeting, this meeting will continue and will not be suspended.

Computer Audio: You can join the Zoom meeting by clicking on the following link:
<https://zoom.us/j/8828665300>

Telephone Audio: (669) 900 9128 fees may apply
(877) 853 5247 Toll-free
Webinar ID: 882 866 5300#

AGENDA

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS/PARTICIPATION

At this time, members of the public will be given an opportunity to address the Board concerning items within the subject matter jurisdiction of the Board. Members of the public may also address the Board about a particular Agenda item at the time it is considered by the Board and before action is taken. If the item is on the Consent Calendar, please inform the Board Secretary before action is taken on the Consent Calendar and the item will be removed for separate consideration.

The Board requests, but does not require, that members of the public who want to address the Board complete a voluntary "Request to be Heard" form available from the Board Secretary prior to the meeting.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action to agendize items(s) which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present, or, if less than two-thirds of the Board members are present, a unanimous vote of those members present.)

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 18700 Ward Street, Fountain Valley, California 92708, during regular business hours. When practical, these public records will also be made available on the District's Internet Web site, accessible at <http://www.mwdoc.com>.

INTRODUCTION OF NEW EMPLOYEES

NEXT RESOLUTION NO. 2146

CONSENT CALENDAR (Items 1 to 7)

(All matters under the Consent Calendar will be approved by one motion unless a Board member requests separate action on a specific item)

1. MINUTES

- a. February 7, 2024 Workshop Board Meeting
- b. February 21, 2024 Regular Board Meeting

Recommendation: Approve as presented.

2. COMMITTEE MEETING REPORTS

- a. Planning & Operations Committee Meeting: February 5, 2024
- b. Administration & Finance Committee Meeting: February 14, 2024
- c. Executive Committee Meeting: February 21, 2024

Recommendation: Receive and file as presented.

3. TREASURER'S REPORTS

- a. MWDOC Revenue/Cash Receipt Register as of February 29, 2024
- b. Disbursement Registers (February/March)

Recommendation: Ratify and approve as presented.

- c. Summary of Cash and Investment and Portfolio Master Summary Report (Cash and Investment report) as of January 31, 2024
- d. PARS Monthly Statement (OPEB Trust)

Recommendation: Receive and file as presented.

4. FINANCIAL REPORT

- a. Combined Financial Statements and Budget Comparative for the Period Ending January 31, 2024

Recommendation: Receive and file as presented.

5. AWARD CONSTRUCTION CONTRACT FOR BREAKROOM REMODEL & TRELLIS REMOVAL PROJECT

Recommendation: Make a CEQA finding and approve entering into the following subject agreement for improvements to the MWDOC administration building: (1) Make a CEQA finding that the project is categorical exempt under: Class 1-Existing Facilities; (2) Waive any inconsequential deviation from the Bid Specifications in Triangle Decon Services, Inc.'s bid and award Triangle Decon Services, Inc. the "MWDOC Breakroom Remodel and Trellis Removal Project" construction contract in the amount of \$160,000.00; (3) Authorize an increase to the project budget in the amount of 10% of the contract price as a

contingency budget for the project such that the project budget shall be \$176,000.00.

6. APPROVE CHANGES TO RECORDS RETENTION POLICY

Recommendation: Approve the changes to the Records Retention Schedule and authorize staff to incorporate these changes into the Administrative Code.

7. AUTHORIZE CONTRACT FOR INFORMATION TECHNOLOGY (IT) CONSULTANT FOR IT SUPPORT SERVICES

Recommendation: Authorize the General Manager to enter into a contract with Systems Management Specialist Data Center ("SMS Data Center"), LLC, to provide IT support, as outlined, in the amount not to exceed \$70,000 for a one-year term with an option to renew (less the startup cost).

End Consent Calendar

ACTION ITEM

8-1 APPROVAL OF PERSONNEL MANUAL REVISIONS

Recommendation: Approve revisions to the Personnel Manual, as presented, however it was suggested the Board discuss two changes requested by Director Yoo Schneider, namely, (1) Reproductive Leave be changed so that the District will provide 5 days of paid leave for a Reproductive Loss Event, and (2) new employees be allowed to take vacation as it is accrued, rather than waiting six months

DISCUSSION ITEMS

9. MEMBER AGENCY SPOTLIGHT – CITY OF HUNTINGTON BEACH

Recommendation: Receive and file presentation.

INFORMATION CALENDAR (All matters under the Information Calendar will be Received/Filed as presented following any discussion that may occur)

10. GENERAL MANAGER'S REPORT, MARCH (ORAL AND WRITTEN)

Recommendation: Receive and file report(s) as presented.

11. MWDOC GENERAL INFORMATION ITEMS

- a. Board of Directors - Reports re: Conferences and Meetings
- b. Requests for Future Agenda Topics

Recommendation: Receive and file as presented.

CLOSED SESSION

- 12. THREAT TO PUBLIC SERVICES OR FACILITIES PURSUANT TO GOVERNMENT CODE SECTION 54957.** Consultation with District General Counsel and General Manager, Director of Finance/IT, and IT Systems Analyst II

13. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: General Manager
Government Code Section 54957

ADJOURNMENT

Note: Accommodations for the Disabled. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by contacting Maribeth Goldsby, District Secretary, at (714) 963-3058, or writing to Municipal Water District of Orange County at P.O. Box 20895, Fountain Valley, CA 92728. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

**MINUTES OF THE WORKSHOP BOARD MEETING
OF THE BOARD OF DIRECTORS OF
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC)
WITH THE MWDOC MET DIRECTORS
February 7, 2024**

At 8:30 a.m., President McVicker called to order the Workshop Meeting of the Municipal Water District of Orange County in Conference Room 101 at the District facilities located in Fountain Valley, as well as including attendance via the Zoom Webinar application. Director Ackerman led the Pledge of Allegiance and Secretary Goldsby called the roll.

MWDOC DIRECTORS

Al Nederhood
Larry Dick*
Karl W. Seckel*
Bob McVicker
Randall Crane
Jeffery M. Thomas
Megan Yoo Schneider

STAFF

Harvey De La Torre, General Manager
Joe Byrne, Legal Counsel
Maribeth Goldsby, District Secretary
Melissa Baum-Haley, Dir. of MET Issues/Policy
Alex Heide, Sr. Water Resources Analyst
Heather Baez, Director of Governmental Affairs
Sarina Sriboonlue, Principal Engineer
Hilary Chumpitazi, Director of Finance/IT
Kevin Hostert, Sr. Water Resource Analyst
Damon Micalizzi, Director of Public Affairs
Charles Busslinger, Dir. of Engineering/Dist. Eng.
Joe Berg, Director of Water Use Efficiency

*Also MWDOC-MET Directors

OTHER MWDOC-MET DIRECTORS

Linda Ackerman
Dennis Erdman

OTHERS PRESENT

George Nishikawa
Nina Hawk
Dee Bradshaw
Janet Harms
Jennifer Nevills
Sara Tucker (absent)
Garrett Durst
Syrus Devers
Dick Ackerman
Paul Jones
Peter Whittingham
Dave Youngblood
Doug Davert
Fred Adjarian
Kathryn Freshley
Mike Gaskins

Metropolitan Water District of So. Calif.
Metropolitan Water District of So. Calif.
Metropolitan Water District of So. Calif.
Metropolitan Water District of So. Calif.
Metropolitan Water District of So. Calif.
NRR
NRR
Syrus Devers Advocacy
Ackerman Consulting
Dopudja & Wells Consulting
Whittingham Public Affairs Advisors
East Orange County Water District
East Orange County Water District
El Toro Water District
El Toro Water District
El Toro Water District

Kay Havens	El Toro Water District
Mark Monin	El Toro Water District
Dennis Cafferty	El Toro Water District
Sherri Seitz	El Toro Water District
Vu Chu	El Toro Water District
Doug Reinhart	Irvine Ranch Water District
Peer Swan	Irvine Ranch Water District
Paul Weghorst	Irvine Ranch Water District
Jim Atkinson	Mesa Water
Jim Fisler	Mesa Water
Dick Fiore	Moulton Niguel Water District
Don Froelich	Moulton Niguel Water District
Sherry Wanninger	Moulton Niguel Water District
Laura Rocha	Moulton Niguel Water District
Kaden Young	Moulton Niguel Water District
John Kennedy	Orange County Water District
Alicia Dunkin	Orange County Water District
Chuck Gibson	Santa Margarita Water District
Saundra Jacobs	Santa Margarita Water District
Don Bunts	Santa Margarita Water District
Chip Monaco	Santa Margarita Water District
Fernando Paludi	Trabuco Canyon Water District
Gene Hernandez	Yorba Linda Water District
Tom Lindsey	Yorba Linda Water District
Mark Toy	Yorba Linda Water District
Lisa Ohlund	Ohlund Management & Technical Services
Emily Novak	San Diego County Water Authority
Richard Bell	
Brooke Jones	

TELECONFERENCE SITE

Director Yoo Schneider was participating via teleconference location (all agenda requirements pursuant to the Ralph M. Brown Act requirements were complied with).

PUBLIC PARTICIPATION/PUBLIC COMMENTS

President McVicker inquired whether any members of the public wished to comment on agenda items.

No public comments were received.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED - Determine need and take action to agendize item(s), which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present or, if less than two-thirds of the Board members are present, a unanimous vote.)

No items were presented.

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

President McVicker inquired as to whether there were any items distributed to the Board less than 72 hours prior to the meeting.

No items were distributed to the Board less than 72 hours prior to the meeting.

PRESENTATION / DISCUSSION ITEMS**PRESENTATION REGARDING PRESTRESSED CONCRETE CYLINDER PIPE (PCCP) REHABILITATION FOR PORTIONS OF THE ALLEN-MCCOLLOCH PIPELINE (AMP)**

Ms. Nina Hawk (MET's Chief of Bay-Delta Resources/Group Manager, Bay-Delta Initiatives), provided an update and overview of the Delta Conveyance Project, which included information on the final Environmental Impact Report (certified December 2023), State Water Project reliability projections beyond 2040, and the next steps for the Project, including the proposed Project schedule.

The audience and Board members engaged in discussion with the MET staff, with specific emphasis on the importance of the Project (as evidenced by the recent storms) as well as more comparative modeling for the future, the potential for bond issuance for financing the Project (as well as a cost benefit analysis), the current status of litigation involving the Project, as well as potential future litigation (and how this litigation may effect water supplies), MET's two-year budget planning process, MET's engagement in the "Delta County Coalitions," the potential for gaining partnerships to fund the Project, and the future of the Delta and how this Project would enhance its future. Ms. Hawk advised that MET staff will take a more objective look at the Delta regarding the best approach in moving forward with changing conditions.

The Board thanked Ms. Hawk for the presentation and received and filed the report as presented.

LEGISLATIVE ACTIVITIES

General Manager De La Torre advised that because NRR would be providing the Federal Legislative Report at the February 21, 2024 Board meeting, the report was not included in this packet.

a. State Legislative Report

Mr. Syrus Devers, of SDA, reviewed his report, highlighting the potential to secure funding in the proposed Drought and Climate Adaptation Bond measures. He noted that the Department of Finance has indicated they have roughly \$20 billion in bonding capacity, which will be affected if the Governor's mental health bond is approved by voters in March. Mr. Devers discussed the need for and importance of "pushing back" at the State Board's proposed conservation framework. A discussion was held regarding CARB's Advanced Clean Fleet standards for medium and heavy duty vehicles, and the Mental Health Bond on the March 2024 ballot.

The Board received and filed the report.

b. Legal and Regulatory Report (Ackerman)

Mr. Dick Ackerman referenced his report, highlighting the Snowflake Science by the University of Utah.

The Board received and filed the report.

c. County Legislative Report (Whittingham)

Mr. Whittingham referenced his report, highlighting the rainfall amounts in Orange County.

The Board received and filed his report.

QUESTIONS OR INPUT ON MET ISSUES FROM MEMBER AGENCIES/MET DIRECTOR REPORTS REGARDING MET COMMITTEE PARTICIPATION

Director Ackerman reported on MET's Delta Ad Hoc Committee activities which included hosting an inspection trip with the Delta Counties' Boards of Supervisors to San Diego's Pure Water Project, the FlorAbunda nursery in Escondido, Diamond Valley Lake, Pure Water So Cal, and the City of Compton. She noted that the trip concluded with a Special Board meeting and roundtable discussion.

Director Seckel reported on MET's upcoming two-year Budget discussions and projected rate increases, the importance of finding ways to fund future improvements (noting that MET's projections do not include all of the capital improvements). He advised the next budget workshop was scheduled for February 12, 2024.

Director Erdman highlighted his recent trip to Washington, DC with MET senior level staff and other MET Directors, as well as the subject matter for these meetings which included MET's Pure Water recycled water (large scale) project, tax parity for WUE rebates, PFAS liability protection, low income rate assistance, and Colorado River supplies).

Director Dick provided an overview of an inspection trip he hosted (which included the Hoover Dam), as well as topics covered during the trip (budget, financing, phasing projects, et al.).

INFORMATION ITEMS**MWD ITEMS CRITICAL TO ORANGE COUNTY**

- a. MET Finance and Rate Issues
- b. MET Water Supply Conditions Update
- c. Water Quality Update
- d. Colorado River Issues
- e. Delta Conveyance Activities and State Water Project Issues

The Board received and filed the report as presented.

METROPOLITAN (MET) BOARD AND COMMITTEE AGENDA DISCUSSION ITEMS

- a. Summary reports regarding the January MET Board Meeting
- b. Review items of significance for the upcoming MET Board and Committee Agendas

The report was received and filed. General Manager De La Torre advised that Katano Kasaine would be attending the March 6, 2024 Workshop Board meeting regarding MET's two-year budget.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:55 a.m.

Maribeth Goldsby
Board Secretary

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
February 21, 2024**

At 8:30 a.m., President McVicker called to order the Regular Meeting of the Municipal Water District of Orange County, in the Board Room at the District facilities located in Fountain Valley, as well as via the Zoom Webinar application. Following a moment of silence, Director Nederhood led the Pledge of Allegiance and Secretary Goldsby called the roll.

MWDOC DIRECTORS

Al Nederhood
Larry Dick (absent)
Bob McVicker
Karl Seckel (absent)
Randall Crane
Jeffery M. Thomas
Megan Yoo Schneider

STAFF

Harvey De La Torre, General Manager
Joe Byrne, Legal Counsel
Maribeth Goldsby, District Secretary
Melissa Baum-Haley, Director of MET Issues/Policy
Damon Micalizzi, Director of Public Affairs
Alex Heide, Sr. Water Resources Analyst
Cathy Harris, Director of HR/Administration
Charles Busslinger, Dir. of Engineering/Dist. Eng.
Heather Baez, Director of Governmental Affairs
Sarina Sriboonlue, Principal Engineer
Hilary Chumpitazi, Director of Finance/IT

ALSO PRESENT

Linda Ackerman
Dennis Erdman
Kathryn Freshley
Kay Havens
Mark Monin
Dennis Cafferty
Sherri Seitz
Vu Chu
Alvin Papa
Steve LaMar
Doug Reinhart
Jim Fisler
Stacy Taylor
Sherry Wanninger
John Kennedy
Gina Ayala
Erica Castillo
Greg Mills
Brad Reese
Jennifer Lopez
Glen Acosta
Brett Barbre
Gene Hernandez
Trudy Des Roches
Tom Lindsey
Mark Toy

MWDOC/MET Director
MWDOC/MET Director
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
City of Huntington Beach
Irvine Ranch Water District
Irvine Ranch Water District
Mesa Water
Mesa Water
Moulton Niguel Water District
Orange County Water District
Orange County Water District
Santa Margarita Water District
Serrano Water District
Serrano Water District
South Coast Water District
Trabuco Canyon Water District
Yorba Linda Water District
Yorba Linda Water District
Yorba Linda Water District
Yorba Linda Water District
Yorba Linda Water District

Dick Ackerman
Garrett Durst
Charles Luas

Ackerman Consulting
NRR
Orchard Dale Water District

TELECONFERENCE SITE

Director Yoo Schneider was participating via teleconference location (all agenda requirements pursuant to the Ralph M. Brown Act requirements were complied with).

PUBLIC PARTICIPATION/PUBLIC COMMENT

President McVicker announced that members of the public wishing to comment on agenda items could do so after the item has been discussed by the Board and requested members of the public identify themselves when called on. President McVicker asked whether any member of the public had any comments on items that are not on the agenda.

No public comments were received.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were received.

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

President McVicker inquired as to whether there were any items distributed to the Board less than 72 hours prior to the meeting.

No items were distributed less than 72 hours prior to the meeting.

CONSENT CALENDAR

President McVicker stated all matters under the Consent Calendar would be approved by one MOTION unless a Director wished to consider an item separately.

Upon MOTION by Director Crane, seconded by Director Thomas, and carried (6-0) the Board approved the following Consent Calendar items, by the following roll call vote:

AYES:	Directors Nederhood, McVicker, Crane, Thomas, and Yoo Schneider
NOES :	None
ABSENT:	Directors Dick and Seckel
ABSTAIN:	None

MINUTES

The following minutes were approved.

September 20, 2023 MWDOC Water Facilities Corporation Meeting
January 3, 2024 Workshop Board Meeting
January 17, 2024 Regular Board Meeting

COMMITTEE MEETING REPORTS

The following Committee Meeting reports were received and filed as presented.

Planning & Operations Committee Meeting:	January 2, 2024
Administration & Finance Committee Meeting:	January 10, 2024
Executive Committee Meeting:	January 18, 2024
MWDOC/OCWD Joint Planning Committee:	January 24, 2024

TREASURER'S REPORTS

The following items were ratified and approved as presented.

MWDOC Revenue/Cash Receipt Register as of January 31, 2024
Disbursement Registers (January/February)

The following items were received and filed as presented.

- Summary of Cash and Investment and Portfolio Master Summary Report (Cash and Investment Report) as of December 31, 2023
- PARS Monthly Statement (OPEB Trust)

FINANCIAL REPORT

The following items were received and filed as presented.

- Combined Financial Statements and Budget Comparative for the Period Ending November 30, 2023
- Quarterly Budget Review

- END CONSENT CALENDAR -

DISCUSSION ITEMS**FEDERAL LEGISLATIVE REPORT (NRR)**

Mr. Garrett Durst of NRR reviewed NRR's written report in the packet, highlighting the federal appropriations process, the status of various bills, as well as changes in Reclamation personnel. He then reported that he (along with Director Crane and staff members Baez and Baum-Haley) would be attending the upcoming ACWA DC Legislative Conference; he provided an overview of the proposed activities and meetings during the conference.

Mr. Durst also referenced H.R. 215 (its intent to provide long-term water supply and regulatory reliability to drought-stricken California, and for other purposes) which was co-sponsored by the Republican delegation. In response to a question by Director Yoo Schneider, Mr. Durst highlighted NRR's focus and approach with respect to this legislation.

President McVicker thanked him for his report.

MEMBER AGENCY SPOTLIGHT – YORBA LINDA WATER DISTRICT

Following an introduction by YLWD President Des Roches, YLWD General Manager Mark Toy provided information on YLWD's mission, vision for the future, service area, signature projects, YLWD's partnerships with both MWDOC and OCWD, organizational structure, and community engagement.

Following discussion regarding the contents of the report, the Board thanked Mr. Toy for the presentation.

INFORMATION CALENDAR

GENERAL MANAGER'S REPORT, FEBRUARY 2024

General Manager De La Torre advised that the full General Manager's report was included in the Board packet.

The Board received and filed the report as presented.

MWDOC GENERAL INFORMATION ITEMS

a. BOARD OF DIRECTORS

The Board members each reported on their attendance at the regular (and special) MWDOC Board and Committee meetings. In addition to these meetings, the following reports were made on conferences and meetings attended on behalf of the District.

Director Nederhood advised that he attended of the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the WACO and WACO planning meetings, the MET Committee and Board meetings, a meeting with representatives from the Center for Demographic Research, the OC Water Summit planning meeting, and the Water Policy dinner.

Director Thomas stated that he attended most of the regularly scheduled MWDOC meetings (Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the Water Policy dinner, and the OC Water Summit planning meeting.

Director McVicker reported that he attended all of the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop meeting and Regular Board meetings),

the ISDOC Executive Committee and ISDOC luncheon, a meeting with General Manager De La Torre, the Water Policy dinner, the WACO and WACO planning meetings, the OCBC Infrastructure committee meeting, and the MET Board and Committee meetings.

Director Crane reported that he attended all of the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the MET Finance Committee meeting, the IRWD Board meeting, an ETWD meeting where he presented a certificate of appreciation regarding their participation in the Scouts program, the ISDOC luncheon, a meeting with SMWD Director Olson, and the ad hoc committee meeting re advocacy efforts.

Director Yoo Schneider advised that she attended the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the WACO meeting, the SMWD Board meeting, the SCWD Board meeting, the Laguna Beach County Water District Commission meeting, and the SCWD Administration & Finance Committee meeting.

a. REQUESTS FOR FUTURE AGENDA TOPICS

No items for future agenda topics were presented.

ADJOURNMENT

There being no further business to come before the Board, President McVicker adjourned the meeting at 9:22 a.m.

Respectfully submitted,

Maribeth Goldsby, Secretary

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Jointly with the

PLANNING & OPERATIONS COMMITTEE MEETING

February 5, 2024 – 8:30 a.m. to 10:41 a.m.

The meeting was in-person at the Municipal Water District of Orange County's office and included attendance via the Zoom Webinar application.

P&O Committee:

Director Karl Seckel, Chair
Director Larry Dick
Director Megan Yoo Schneider

Staff: Harvey De La Torre, Melissa Baum-Haley, Damon Micalizzi, Joe Berg, Charles Busslinger, Sarina Sriboonlue, Heather Baez, Hilary Chumpitazi, Tiffany Baca, Maribeth Goldsby, Tina Dubuque, Rachel Waite, Janine Schunk

Also Present:

Director Randall Crane
Director Al Nederhood
Director Bob McVicker
MET Director Linda Ackerman
MET Director Dennis Erdman
David Youngblood, East Orange County WD
Dennis Cafferty, El Toro Water District
Fred Adjarian, El Toro Water District
Kathryn Freshley, El Toro Water District
Kay Havens, El Toro Water District
Mike Gaskins, El Toro Water District
Vu Chu, El Toro Water District

Paul Weghorst, Irvine Ranch Water District
Peer Swan, Irvine Ranch Water District
Donald Froelich, Moulton Niguel Water District
John Kennedy, Orange County Water District
Gina Ayala, Orange County Water District
Charles Luas, Orchard Dale Water District
Bill Green, South Coast Water District
Jennifer Lopez, South Coast Water District
Jim Leach, Santa Margarita Water District
Saundra Jacobs, Santa Margarita Water District
Brad Reese, Serrano Water District
Brett Barbre, Yorba Linda Water District
Deborah Diep, CDR

Chairperson Seckel called the meeting to order at 8:30 a.m.

Secretary Goldsby conducted a roll call of the Committee members' attendance, with Directors Seckel, Dick, and Yoo Schneider being present. Directors Crane, Dick, and Nederhood were also present.

PUBLIC COMMENTS

IRWD Director Peer Swan referenced the recent storms and inquired about the State releasing water from the Oroville Reservoir in late January and early February and how releases can occur while DWR still maintains the Table A allocations at 10% . General Manager Harvey De La Torre replied that the 10% does not incorporate the recent storms and in the coming months the Table A allocations should increase based on these improved conditions.

WEROC Emergency Coordinator Janine Schunk provided an update on WEROC activity related to the recent storms.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were presented.

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS BEFORE MEETING

No items were presented.

DISCUSSION ITEM**OC PROJECTIONS REPORT (OCP) FROM THE CENTER FOR DEMOGRAPHIC RESEARCH (CDR)**

Director for the Center for Demographic Research (CDR) Deborah Diep provided an overview of the 2022 Orange County Projections (OCP). The agencies sponsoring CDR recognize the OCP as the uniform data set for local and regional planning applications.

Discussion ensued around the statistics provided and the possibility of including additional statistics in future reports.

Ms. Diep said she would send a link to statistics showing growth in other counties.

TURF REMOVAL REBATE PROGRAM UPDATE

Water Use Efficiency Program Supervisor Rachel Waite provided an update on the Turf Removal Rebate Program.

Discussion ensued regarding the cost per acre foot related to water use efficiency, the Turf Program Tree Incentives, stormwater capture benefits of trees, and how water use efficiency helps water utilities adapt to climate change.

Per Director Crane's request, the Board will receive an email with a list of trees appropriate for Orange County.

PROCESS FOR CONSIDERING IMPLEMENTATION OF AN ADVANCED METERING INFRASTRUCTURE CHOICE SERVICES PROGRAM FOR MEMBER AGENCIES

Director of Water Use Efficiency Joe Berg explained that staff would like to explore the potential for a new Choice Service program to assist member agencies with evaluating the feasibility and installation of Advanced Metering Infrastructure (AMI), which provides numerous benefits to water utilities such as: improves a utility's frequent and accurate water usage data collection to improve billing, leak detection, and water resource management.

Mr. Berg went on to explain that MWDOC is evaluating AMI as an opportunity to assist the member agencies. The first step is releasing a survey to the member agencies to determine who already has AMI, which systems they have, challenges, who may be interested, and how MWDOC can help. The next step would include evaluating the input received, presenting it back

to the member agencies and the P&O Committee, and then determining if MWDOC moves forward.

INFORMATION ITEM

UPDATE REGARDING THE AMP SHUTDOWN

Director of Engineering Charles Busslinger provided a brief update on the AMP Shutdowns, stating that more detailed information is included in the Engineering & Planning report.

The Committee received and filed this report.

PUBLIC AFFAIRS HIGHLIGHTS

The Committee received and filed this report.

WATER POLICY FORUM & DINNER – JANUARY 31, 2024

The Committee received and filed this report.

DEPARTMENT ACTIVITIES REPORTS

- a. Ongoing MWDOC Reliability and Engineering/Planning Projects
- b. WEROC
- c. Water Use Efficiency Projects
- d. Public and Government Affairs

The Committee received and filed these reports.

REVIEW OF ISSUES RELATED TO PLANNING OR ENGINEERING PROJECTS, WEROC, WATER USE EFFICIENCY, FACILITY AND EQUIPMENT MAINTENANCE, WATER STORAGE, WATER QUALITY, CONJUNCTIVE USE PROGRAMS, EDUCATION, PUBLIC AFFAIRS PROGRAMS AND EVENTS, PUBLIC INFORMATION PROJECTS, PUBLIC INFORMATION CONSULTANTS, DISTRICT FACILITIES, and MEMBER-AGENCY RELATIONS

ADJOURNMENT

As no further business was brought before the Committee, the meeting was adjourned at 10:41 a.m.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Jointly with the

ADMINISTRATION & FINANCE COMMITTEE

February 14, 2024 – 8:30 a.m. to 10:39 a.m.

Director Dick called the meeting to order at 8:30 a.m. The meeting was held in-person at the District offices as well as including attendance via the Zoom Webinar application.

A&F Committee

Director Randy Crane
Director Jeff Thomas
Director Al Nederhood

Also Present:

Director Bob McVicker
Director Karl Seckel
Director Larry Dick
Megan Yoo Schneider

MWDOC Met Director, Linda Ackerman
MWDOC Met Director, Dennis Erdman

Chris Tull, CA Data Collaborative
Fred Adjarian, El Toro Water District
Dennis Cafferty, El Toro Water District
Vu Chu, El Toro Water District
Mike Gaskins, El Toro Water District
Kay Havens, El Toro Water District
Mark Monin, El Toro Water District
Jim Atkinson, Mesa Water
Doug Rinehart, Irvine Ranch Water District
Peer Swan, Irvine Ranch Water District
Paul Weghorst, Irvine Ranch Water District

Staff:

Harvey De La Torre, Maribeth Goldsby,
Katie Davanaugh, Cathy Harris, Damon Micalizzi,
Hilary Chumpitazi, Melissa Baum-Haley,
Heather Baez, Charles Busslinger

Jonathan Cruz, Moulton Niguel Water District
Don Froelich, Moulton Niguel Water District
Joone Lopez, Moulton Niguel Water District
Genevieve Ramriez, Moulton Niguel Water District
Chris Tull, CA Data Collaborative
Sherry Wanninger, Moulton Niguel Water District
Dick Ackerman, MWDOC consultant
Gina Ayala, Orange County Water District
John Kennedy, Orange County Water District
Emily Novak, San Diego County Water Authority
Nate Adams, Santa Margarita Water District
Erica Castillo, Santa Margarita Water District
Greg Mills, Serrano Water District
Brad Reese, Serrano Water District
Glen Acosta, Trabuco Canyon Water District
Karen Warner, Trabuco Canyon Water District
Brett Barbre, Yorba Linda Water District

TELECONFERENCE SITE

The teleconference location and agenda posting requirements pursuant to the Ralph M. Brown Act were complied with.

ROLL CALL

Secretary Goldsby conducted a roll call attendance of the Committee members with Directors Crane, Thomas and Nederhood acknowledging attendance for the Administration and Finance Committee; and Directors McVicker, Dick, Yoo Schneider and Seckel were also present.

PUBLIC COMMENTS

No comments were received.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were presented.

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

No items were presented.

PROPOSED BOARD CONSENT CALENDAR ITEMS**TREASURER'S REPORT**

- a. Revenue/Cash Receipt Report – January 2024
- b. Disbursement Approval Report for the month of February 2024
- c. Disbursement Ratification Report for the month of January 2024
- d. GM Approved Disbursement Report for the month of January 2024
- e. Consolidated Summary of Cash and Investment – December 2023
- f. OPEB and Pension Trust Fund statement

The Committee reviewed the Treasurer's Report and upon MOTION by Director Thomas, seconded by Director Nederhood and carried (3-0), the Committee recommended approval of the Treasurer's Report at the February 21, 2024 Board meeting. The vote was taken via roll call with Directors Crane, Thomas, and Nederhood all voting in favor.

FINANCIAL REPORT

- a. Combined Financial Statements and Budget Comparative for the Period Ending November 30, 2023

The Committee reviewed the Financial Report and upon MOTION by Director Thomas, seconded by Director Nederhood and carried (3-0), the Committee recommended approval of the Financial Report at the February 21, 2024 Board meeting. The vote was taken via roll call with Directors Crane, Thomas, and Nederhood all voting in favor.

PRESENTATION**PRESENTATION BY JOONE LOPEZ REGARDING THE CALIFORNIA DATA COLLABORATIVE (CaDC)**

General Manager Harvey De La Torre introduced Moulton Niguel Water District (MNWD) General Manager, Joone Lopez, and welcomed her to MWDOC, noting that staff and Board appreciate her time in coming to MWDOC to speak about the California Data Collaborative. Ms. Lopez began her presentation noting that the CaDC is a non-profit staffed by data experts and governed by water managers and has members throughout the world. The group works like a cooperative in identifying common problems and finding solutions. Ms. Lopez provided an overview of the CaDC's efforts, and a listing of members and collaborators, noting that the Harvard Business School is actively participating. Mr. Chris Tull, CaDC Project Manager,

reviewed elements of membership, cost, and benefits. He also talked about initiatives and special projects underway to address specific data needs. Members gain access to data scientists that gather data and information to develop customized projects, as well as access to global research partners to help solve common problems.

Discussion was held on ways that the collaborative addresses privacy concerns and data sharing, the various types of common projects that are considered for undertaking, membership costs and the CaCDC program budget, and overall benefits and value of the collaborative. Chris Tull and Joone Lopez invited MWDOC Board and staff to attend and participate upcoming meetings prior to making a commitment to membership.

DISCUSSION ITEMS

MWDOC'S FIRST DRAFT BUDGET FOR FY 2024-25

Mr. De La Torre presented the first draft budget which included the budget schedule and summary of water expenses, MET key budget assumptions which include MET rates and charges. He noted that MET rates will be discussed in the coming weeks along with their impact to member agencies. He went on to review MWDOC's core expenses by line item and a summary of FY 2024-25 department priorities.

Mr. De La Torre continued his review of the draft budget components including rates and revenues, operating expenses, the proposed salary merit pool, potential changes in staffing levels into the Finance department (which would propose one part-time staff accountant) and key year-to-year changes. His review included choice expenses along with outside water use efficiency funding. Mr. De La Torre also reviewed items that were not included in the first draft budget consideration, including development of a "water ambassador program", participation in "CA Water for All" legislative advocacy program, new Water Use Efficiency shared services, potential participation in the CA Data Collaborative, and the Delta Environmentally Friendly Diversion Pilot Program.

General Manager De La Torre solicited input from the Board on the items not-incorporated in the first draft budget as well as any other comments or concerns. It was noted that the District's roof repairs are included in the budget. The Committee asked that the above items which were not included in the draft budget be added in for the second draft budget.

Discussion was held about recent conversations and discussions at MET about rate increases, especially with regard to their lower water sales. This topic is concerning to many, and Mr. De La Torre noted that MET will provide information on their two-year budget process at the March 6th Workshop Board Meeting (and potential rate increases).

The MWDOC second draft budget will be presented in March, including specific dollar amounts for the items incorporated into the second draft budget.

(10:25 a.m. Director Nederhood departed the meeting; Director Dick took his seat as committee member.)

IRWD Director Peer Swan expressed concern with the reserve levels; with Director Seckel requesting an additional review; noting that this topic has been reviewed many times. Director Dick requested additional information on the Ambassador Program be brought to the Committee. He suggested that staff reach out to local Chambers of Commerce to see how

efforts could be combined.

INFORMATION ITEMS

INFORMATION TECHNOLOGY UPDATE

SEMI-ANNUAL DIRECTORS ACTIVITIES REPORT

SEMI-ANNUAL OVERTIME REPORT

ANNUAL AUTO ALLOWANCE REPORT

DEPARTMENT ACTIVITIES REPORTS

- a. Administration
- b. Finance and Information Technology

MONTHLY WATER USAGE DATA AND WATER SUPPLY INFORMATION

The informational reports were received and filed.

OTHER ITEMS

**REVIEW ISSUES REGARDING DISTRICT ORGANIZATION, PERSONNEL
MATTERS, EMPLOYEE BENEFITS FINANCE AND INSURANCE**

No information was presented.

ADJOURNMENT

There being no further business brought before the Administration & Finance Committee, the meeting was adjourned at 10:39 a.m.

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
jointly with the
EXECUTIVE COMMITTEE
February 21, 2024, 9:30 a.m. to 10:00 a.m.
Board Room

Committee:

Director McVicker, President
Director Thomas, Vice President
Director Yoo Schneider, Immediate Past President

Staff:

H. De La Torre, M. Goldsby, D. Micalizzi
M. Baum-Haley

Also Present:

Director Nederhood
Director Crane
Linda Ackerman, MWDOC/MET Dir.
Dennis Erdman, MWDOC/MET Dir
Kathryn Freshley, ETWD
Kay Havens, ETWD
Mark Monin, ETWD
Dennis Cafferty, ETWD
Sherri Seitz, ETWD
Vu Chu, ETWD
Alvin Papa, City of Huntington Beach
Steve LaMar, IRWD
Doug Reinhart, IRWD
Jim Fisler, Mesa Water
Stacy Taylor, Mesa Water

Sherry Wanninger, MNWD
John Kennedy, OCWD
Gina Ayala, OCWD
Erica Castillo, SMWD
Greg Mills, Serrano WD
Brad Reese, Serrano WD
Jennifer Lopez, SCWD
Glen Acosta, TCWD
Brett Barbre, YLWD
Gene Hernandez, YLWD
Trudy Des Roches, YLWD
Tom Lindsey, YLWD
Mark Toy, YLWD
Dick Ackerman, Ackerman Consulting

President McVicker called the meeting to order at 9:30 a.m. The meeting was held in-person at the District offices as well as including attendance via the Zoom Webinar application. Secretary Goldsby called the roll, with Committee members McVicker, Thomas and Yoo Schneider present. Directors Nederhood and Crane were also present.

TELECONFERENCE SITE

Director Yoo Schneider was participating via teleconference location (all agenda requirements pursuant to the Ralph M. Brown Act requirements were complied with).

PUBLIC PARTICIPATION

No items were presented.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were presented.

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

Secretary Goldsby advised that the draft agendas for the upcoming month were distributed to the Board and made available to the public.

EXECUTIVE COMMITTEE REVIEW OF FUTURE AGENDAS

The Committee reviewed and discussed the draft agendas for each of the meetings and made revisions/additions as listed below.

a. Planning & Operations Committee

No new items were added to the agenda.

b. Workshop Board Meeting

No new items were added to the agenda, however the Committee discussed MET's two-year budget process and rates (including the proposal to include FTE positions).

c. Administration & Finance Committee

No new items were added to the agenda.

d. Elected Officials Forum

Committee discussed the potential topics for the upcoming Elected Officials Forum (April 10, 2024) and recommended presentations on the water supply, MWDOC's 2024-25 draft budget and activities, and MET's two-year budget be made at the meeting.

DISCUSSION REGARDING UPCOMING ACTIVITIES OF SIGNIFICANCE

Mr. De La Torre reported on the timeframe for the OC LAFCO MSR Focused Study, noting it is anticipated that an administrative draft report will be released in July, followed by a 30-day public comment period. He noted he anticipates a final report will be released in October 2024.

MEMBER AGENCY RELATIONS

Mr. De La Torre then advised MWDOC will continue its "Member Agency Spotlight" at the March 20, 2024 Board meeting, featuring the City of Huntington Beach. He noted that he hopes to have a different member agency each month.

Mr. De La Torre stated that staff would be hosting a "small agency roundtable" discussion in March which would focus on ways to collaborate and partner with the smaller agencies. He advised that staff would be scheduling time for the Directors to meet with their agencies on items of interest.

GENERAL MANAGER'S REPORTS

It was reported that MET General Manager Adel Hagekhalil, along with MET Chairman Adan Ortega would attend MWDOC's Workshop Board Meeting on May 1, 2024 to address the CAMP4W process.

REVIEW AND DISCUSS DISTRICT AND BOARD ACTIVITIES

The Committee was informed of the following: (1) staff would be arranging for MWDOC's legislative advocates to attend one meeting per year in person, with Mr. Devers scheduled in March; and (2) the Board/Committee write-up/report forms have been revised to include a section on how each item incorporates the Board's Strategic Priorities.

Director Nederhood referenced MWDOC's Reserves Policy and prior year refunds (to the member agencies), inquiring whether any refunds were warranted this year. Mr. De La Torre provided an overview of the process which was approved during the Reserves Policy revisions, noting that \$1 million was directed (by the Board) to go toward funding pension liability, \$500,000 was directed to be refunded to the agencies, \$500,000 was set aside for the WEROC mobile EOC, and \$500,000 was held for future projects. He advised that staff will be evaluating whether additional refunds could be made once final numbers are in (closer to the end of the fiscal year). It was suggested that it may be prudent for a presentation on reserves later in the fiscal year.

ADJOURNMENT

There being no further business to be brought before the Committee, the meeting adjourned at 10:00 a.m.

**Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
February 2024**

Item 3a

WATER REVENUES

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
2/01/2024	Laguna Beach County Water District	December 2023 Water deliveries	307,928.35
2/01/2024	Serrano Water District	December 2023 Water deliveries	8,906.38
2/01/2024	South Coast Water District	December 2023 Water deliveries	524,402.34
2/02/2024	Irvine Ranch Water District	December 2023 Water deliveries	777,907.33
2/05/2024	City of Buena Park	December 2023 Water deliveries	23,992.22
2/05/2024	City of La Palma	December 2023 Water deliveries	964.18
2/05/2024	El Toro Water District	December 2023 Water deliveries	241,499.45
2/08/2024	City of Garden Grove	December 2023 Water deliveries	64,535.86
2/09/2024	City of San Clemente	December 2023 Water deliveries	633,357.27
2/13/2024	East Orange Co Water District	December 2023 Water deliveries	493,571.50
2/13/2024	Santa Margarita Water District	December 2023 Water deliveries	1,700,976.94
2/13/2024	Santa Margarita Water District (109)	December 2023 Water deliveries	430,183.51
2/15/2024	City of Orange	December 2023 Water deliveries	145,819.46
2/15/2024	Golden State Water Company	December 2023 Water deliveries	548,387.28
2/15/2024	Moulton Niguel Water District	December 2023 Water deliveries	1,781,569.36
2/15/2024	Orange County Water District	December 2023 Water deliveries	156,733.96
2/15/2024	Yorba Linda Water District	December 2023 Water deliveries	326,255.80
2/23/2024	City of Huntington Beach	January 2024 Water deliveries	298,149.87
2/27/2024	City of Newport Beach	January 2024 Water deliveries	274,223.00
2/28/2024	City of La Habra	January 2024 Water deliveries	6,879.32
2/29/2024	City of Westminster	January 2024 Water deliveries	11,236.61
TOTAL WATER REVENUES			\$ 8,757,479.99

**Municipal Water District of Orange County
REVENUE/ CASH RECEIPT REPORT
February 2024**

MISCELLANEOUS REVENUES

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
2/13/2024	Steven Andrews Engineering	1/31/2024 Water Policy dinner registration	140.00
2/13/2024	OC Realtors	1/31/2024 Water Policy dinner registrations	420.00
2/02/2024	WePay	1/31/2024 Water Policy dinner registrations	1,054.76
2/02/2024	Square	1/31/2024 Water Policy dinner registrations	251.82
2/22/2024	The Westin South Coast Plaza	Refund for 1/31/2024 Water Policy dinner	1,784.09
2/08/2024	Karl Seckel	February 2024 Retiree Health insurance	187.02
2/20/2024	Igoe and Company Inc	COBRA Health and Vision insurance	869.78
2/27/2024	Keith Lyon	March 2024 Retiree Health insurance	187.02
2/28/2024	Steve Hedges	Mar-Apr 2024 Retiree Health insurance	89.76
2/07/2024	US Bank Custodial Account	Capital One Interest payment	2,836.48
2/12/2024	US Bank Custodial Account	State Bank of India Interest payment	5,734.25
2/20/2024	US Bank Custodial Account	Chase Bank and Societe Generale Interest payment	2,437.50
2/26/2024	US Bank Custodial Account	Bank of America and FHLB Interest payment	1,593.75
2/27/2024	US Bank	Cal Card rebate check	1,038.56
2/29/2024	US Bank	Monthly Interest	81.86
2/09/2024	OC Sherrifs Department	UASI grant funded WEROC - Motorola 800Mhz Portable Radios and Accessories Project	19,664.06
2/13/2024	City of Newport Beach	November 2023 Spray to Drip rebate program	264.39
2/26/2024	City of Seal Beach	November 2023 Turf Removal rebate program	111.00
2/09/2024	City of Fountain Valley	December 2023 Turf Removal rebate program	111.00
2/16/2024	City of Tustin	December 2023 Turf Removal rebate program	222.00
2/20/2024	El Toro Water District	October 2023 High Efficiency Clothes Washers rebate program	575.00
2/20/2024	Mesa Water District	August 2023 Turf Removal and Spray to Drip rebate program	1,221.00
2/20/2024	Mesa Water District	November 2023 Turf Removal and Spray to Drip rebate program	555.00
2/01/2024	City of Westminster	December 2023 Turf Removal and Spray to Drip rebate program	222.00
2/09/2024	Laguna Beach County Water District	December 2023 Turf Removal and Spray to Drip rebate program	222.00
2/14/2024	City of La Habra	December 2023 Turf Removal and Spray to Drip rebate program	222.00
2/16/2024	Irvine Ranch Water District	December 2023 Turf Removal and Spray to Drip rebate program	193,372.50
2/20/2024	City of Buena Park	December 2023 Turf Removal and Spray to Drip rebate program	611.43
2/20/2024	City of Orange	December 2023 Turf Removal and Spray to Drip rebate program	444.00
2/27/2024	City of Newport Beach	December 2023 Turf Removal and Spray to Drip rebate program	222.00
2/07/2024	Irvine Ranch Water District	December 2023 Smartimer and Rotating Nozzles rebate program	529.01
2/09/2024	City of San Clemente	December 2023 Spray to Drip and High Efficiency Clothes Washers rebate program	425.95
2/13/2024	City of Anaheim	Dedicated Irrigation Meters Measurement Program FY 22-23	30,098.43
2/09/2024	Department of Water Resources	Comprehensive Landscape WUE grant retention	25,000.00
2/09/2024	City of San Clemente	Water Loss Control Technical Assistance CY 2023 - E Source	10,120.00
2/20/2024	City of Santa Ana	Jul-Dec 2023 School Billing	16,411.72
2/20/2024	City of Garden Grove	Addition to the Choice School Program FY 23-24	2,196.90
2/09/2024	South Coast Water District	Addition to the Choice School Program FY 23-24	771.98
2/29/2024	City of Westminster	Addition to the Choice School Program FY 23-24	908.80
2/27/2024	City of Anaheim	25% Upfront Lead and Copper Rule Revisions Service Line Inventories Project	46,259.75
2/05/2024	Trabuco Canyon Water District	50% Upfront Lead and Copper Rule Revisions Service Line Inventories Project	49,009.00
2/09/2024	City of La Habra	50% Upfront Lead and Copper Rule Revisions Service Line Inventories Project	107,680.00
2/09/2024	South Coast Water District	50% Upfront Lead and Copper Rule Revisions Service Line Inventories Project	41,204.00
2/29/2024	City of Westminster	50% Upfront Lead and Copper Rule Revisions Service Line Inventories Project	70,280.00

TOTAL MISCELLANEOUS REVENUES	\$ 637,641.57
TOTAL REVENUES	\$ 9,395,121.56



Harvey De La Torre, General Manager



Hilary Chumtazi, Treasurer

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of March 2024**

Vendor/ Invoice	Description	Amount to Pay
Core Disbursements:		
Ackerman Consulting-Richard C Ackerman		
1400	February 2024 Legal and regulatory specialized consulting services	3,500.00
Total		<u>3,500.00</u>
Aleshire & Wynder LLP		
84978	February 2024 Legal services	345.00
Total		<u>345.00</u>
Alta FoodCraft		
12409540	February 2024 Coffee and tea supplies	155.61
Total		<u>155.61</u>
Avram Electric		
02092024	02/01/24 Electrical circuit installation in one cubicle	1,970.00
022624	Electrical conduit work in courtyard	2,140.00
Total		<u>4,110.00</u>
Best Best and Krieger LLP		
55401-JAN24	January 2024 Legal services	18,217.65
55401-JAN24	January 2024 Legal services	2,520.00
Total		<u>20,737.65</u>
Brown and Caldwell		
12512156	January 2024 Hydraulic model work services for Moulton Niguel Water District	3,856.39
Total		<u>3,856.39</u>
Constant Contact Inc		
XR8WAECAB2324	Renewal for online event registration software	2,192.40
Total		<u>2,192.40</u>
Green Thumb (Indoor Plant Care) LLC-Dedo Verde Interior		
20240256	March 2024 Indoor plant service and purchase of a plant for office	466.53
Total		<u>466.53</u>
E Source Companies LLC		
11863	January 2024 Retail Agency Technical Assistance services	4,960.00
Total		<u>4,960.00</u>
GovConnection Inc		
75024188	Increase of cloud storage capacity	839.66
Total		<u>839.66</u>

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of March 2024**

Vendor/ Invoice	Description	Amount to Pay
GTS Architecture Inc		
1305	January 2024 MWDOC Office kitchen architectural and engineering services	4,813.68
Total		4,813.68
Hashtag Pinpoint Corporation		
1824	February 2024 Social Media consultation and services	7,913.00
Total		7,913.00
Hazen and Sawyer, DPC		
2	November 2023 LCRR Service Line Inventory Project	189,152.44
3	December 2023 LCRR Service Line Inventory Project	100,565.60
Total		289,718.04
Lee Jacobi		
032924	January-March 2024 Retiree medical premium	524.10
Total		524.10
Jill Promotions		
12030	Promotional item - Sunglasses	830.05
Total		830.05
Lawnscape Systems Inc		
443794	February 2024 Landscape Maintenance for Atrium	495.00
Total		495.00
Natural Resource Results LLC		
4781	February 2024 Federal Advocacy Agreement services and travel expense	8,735.49
Total		8,735.49
NDS		
830859	02/05/24 HR pick-up/drop-off of MWDOC property & 02/09/24 Board packet delivery service	208.71
831026	02/16/24 Board packet delivery service	134.72
Total		343.43
Occu-Med, Ltd		
02244100a	Preemployment screening	36.00
Total		36.00
ODP Business Solutions LLC		
355714010001	02/27/24 Office supplies	552.31
Total		552.31

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of March 2024**

Vendor/ Invoice	Description	Amount to Pay
Office Solutions		
I-02199410	02/15/24 Business cards	143.67
I-02201896	02/26/24 Office supplies	75.97
I-02202440	02/28/24 Office supplies	1,460.03
Total		<u>1,679.67</u>
Orange County Water District		
26225	January 2024 Postage, shared office & maintenance expense	9,481.98
Total		<u>9,481.98</u>
Predict Success-Anne Sandberg		
03624	Team report and employee debrief sessions	2,600.00
Total		<u>2,600.00</u>
Red Wing Business Advantage Account		
20240210112477	Boots for Engineer	280.14
Total		<u>280.14</u>
Soto Resources-Joey C Soto		
GA-FEB-86	February 2024 Grant Research and Acquisition	3,250.00
Total		<u>3,250.00</u>
Ralph Anderson & Associates		
INV-04650	January 2024 Compensation and Benefits Study	16,400.00
Total		<u>16,400.00</u>
Spectrum Specialties and Awards		
37537	02/14/24 Promotional items	1,629.98
Total		<u>1,629.98</u>
Syrus Devers Advocacy LLC		
1029	February 2024 State Legislative Advocacy services	8,000.00
Total		<u>8,000.00</u>
USAFact, Inc		
4023128	February 2024 Background check for new hire	31.39
Total		<u>31.39</u>
VC3 Inc		
160974	February 2024 IT Support services	6,985.00
Total		<u>6,985.00</u>
Water District Jobs -Stephen Hirano		
1012403	Job posting for Assistant General Manager	145.00
Total		<u>145.00</u>

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of March 2024**

Vendor/ Invoice	Description	Amount to Pay
Whittingham Public Affairs Advisors-WPAA		
2332	March 2024 Strategic guidance services on local & regional issues	7,500.00
Total		7,500.00
Total Core Expenditures		413,107.50
 Choice Expenditures:		
Bryton Printing Inc		
17744	Water Use Efficiency Spring 2024 bill inserts for member agencies	3,649.25
Total		3,649.25
Building Block Entertainment Inc		
3683-4	February 2024 Choice Elementary School Program K-2	5,550.00
Total		5,550.00
GardenSoft Corp		
5912	Water wise gardening website upgrades and improvements to 78%	1,460.00
Total		1,460.00
Mission RCD		
3396	February Field inspection and verification for Water Use Efficiency rebate programs	3,191.02
Total		3,191.02
Orange County Dept of Education		
94TI3013	January 2024 Choice School Programs for grades 3-8	5,957.00
Total		5,957.00
Orange County Water District		
26225	January 2024 Postage for water Use Efficiency rebate programs	46.75
Total		46.75
Red Wing Business Advantage Account		
20240210112477	Boots for Water Loss Control Technician	284.04
Total		284.04
Total Choice Expenditures		20,138.06

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of March 2024**

Vendor/ Invoice	Description	Amount to Pay
Other Funds Expenditures:		
Animal Pest Management Services, Inc		
712226	10-day Mouse Trapping services for the WEROC Alternate EOC beginning on 02/20/24	350.00
712227	Rodent exclusion and sealing of entry points for the WEROC Alternate EOC on 02/20/24	100.00
712515	Beehive removal for the WEROC Alternate EOC on 02/13/24	150.00
Total		<u>600.00</u>
E Source Companies LLC		
11863	January 2024 Retail Agency Technical Assistance services	52,695.00
Total		<u>52,695.00</u>
Human-I-T		
16254775982	Service costs for donation of color copier from the WEROC Primary EOC	400.00
Total		<u>400.00</u>
Mission RCD		
3396	February 2024 Field inspection and verification for Water Use Efficiency rebate programs	5,915.02
Total		<u>5,915.02</u>
Santa Margarita Plumbing & Air		
16167-37499	February 2024 Services for Pressure for Regulating Valve program	1,155.00
Total		<u>1,155.00</u>
Total Other Funds Expenditures		<u>60,765.02</u>
Total Expenditures		<u><u>494,010.58</u></u>

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of February 2024**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Core Disbursements:				
Heather Baez				
2/29/2024	EFT	12324	January 2024 Business expense	52.11
Total				52.11
Hilary Chumpitazi				
2/29/2024	EFT	12924	January 2024 Business expense	25.58
Total				25.58
Corodata Records Management Inc				
2/29/2024	EFT	RS4986991	January 2024 Records Storage Fee	108.60
Total				108.60
Larry Dick				
2/29/2024	EFT	13124	January 2024 Business expense	162.14
Total				162.14
Leah Frazier				
2/15/2024	EFT	122923	December 2023 Business expense	42.84
Total				42.84
Lina Gunawan				
2/29/2024	EFT	121923	December 2023 Business expense	20.00
Total				20.00
Melissa Haley				
2/29/2024	EFT	121423	December 2023 Business expense	204.41
Total				204.41
Cathleen Harris				
2/29/2024	EFT	111823	November 2023 Business expense	93.46
Total				93.46
Robert McVicker				
2/29/2024	EFT	13124	January 2024 Business expense	38.86
Total				38.86
Al Nederhood				
2/29/2024	EFT	13124	January 2024 Business expense	261.17
Total				261.17
Petty Cash				
2/15/2024	143048	OCT-DEC23	Oct-Dec 2023 Petty Cash reimbursement	60.97
Total				60.97
Megan Schneider				
2/29/2024	EFT	12424	January 2024 Business expense	246.45
Total				246.45
Karl Seckel				
2/29/2024	EFT	11824	January 2024 Business expense	60.97
Total				60.97

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of February 2024**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Nathan Shepherd				
2/29/2024	EFT	13124	January 2024 Business expense	111.50
Total				111.50
Spectrum Business				
2/15/2024	143050	343564021024	February 2024 Telephone expense for one fax line	39.99
2/15/2024	143050	375210013024	February 2024 Telephone and internet expense	2,075.63
Total				2,115.62
Jeffery Thomas				
2/29/2024	EFT	13124	January 2024 Business expense	112.56
Total				112.56
US Bank				
2/29/2024	143116	2978/4192/8910-JAN24	12/23/23-01/22/24 Cal Card Charges	25,035.31
Total				25,035.31
Verizon Wireless				
2/08/2024	143040	9954985946	January 2024 4G Mobile broadband unlimited service	114.03
Total				114.03
Katie Vincent				
2/29/2024	EFT	13124	January 2024 Business expense	61.64
Total				61.64
Rachel Waite				
2/29/2024	EFT	13024	January 2024 Business expense	399.96
Total				399.96
Total Core Disbursements				29,328.18
Choice Disbursements:				
Joseph Berg				
2/29/2024	EFT	13124	January 2024 Business expense	135.23
Total				135.23
Petty Cash				
2/15/2024	143048	OCT-DEC23	Oct-Dec 2023 Petty Cash reimbursement	25.61
Total				25.61
US Bank Voyager Fleet Systems				
2/15/2024	EFT	8694349932404	12/25/23-1/24/24 Fuel for Water Loss Control Shared Services Vehicles	489.98
Total				489.98
Total Choice Disbursements				650.82

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of February 2024**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Other Funds Disbursements:				
AT&T				
2/15/2024	143042	21175103	January 2024 Telephone expense for WEROC N. EOC	38.09
Total				38.09
Mesa Water District				
2/15/2024	EFT	11357	December 2023 Credit for Local Resources Program	19,584.43
Total				19,584.43
Santiago Aqueduct Commission				
2/29/2024	143112	122023	December 2023 5AC Pipeline Operation Surcharge	2,120.05
Total				2,120.05
Santa Margarita Water District				
2/29/2024	EFT	122023	December 2023 5CP Operation Surcharge	23,295.86
Total				23,295.86
Spray to Drip Rebate				
2/28/2024	143073	S2D5-R-SC-47280-18847	B. Hisey	1,913.00
2/28/2024	143090	S2D6-C-IRWD-49032-21760	Orange Tree Patio (Irvine)	25,000.00
2/28/2024	143097	S2D6-C-SC-49691-22101	Seaview Maintenance District (San Clemente)	34,820.00
2/28/2024	143060	S2D6-C-YLWD-51560-22024-PA	City Of Yorba Linda (Yorba Linda)	2,730.00
2/28/2024	143093	S2D6-R-MESA-42278-22056	A. Riordan	523.00
2/28/2024	143068	S2D7-C-FV-48768-22212	R. Edgley (Fountain Valley)	1,253.00
2/28/2024	143061	S2D7-C-YLWD-51759-22117-PA	City Of Yorba Linda (Yorba Linda)	478.50
2/28/2024	143088	S2D7-R-FV-51704-22129	L. O'Connell	990.50
2/28/2024	143102	S2D7-R-LB-53061-22230	G. Unterberger	1,204.00
2/28/2024	143055	S2D7-R-LH-51781-22159	A. Bergman	2,054.00
2/28/2024	143065	S2D7-R-LH-51781-22174	R. Daoudi	1,842.50
2/28/2024	143095	S2D7-R-MESA-47479-22268	D. Schenk	983.14
2/28/2024	143075	S2D7-R-SC-52975-22224	R. Hurley	1,254.00
2/28/2024	143078	S2D7-R-SC-52991-22255	J. Johnson	1,857.00
2/28/2024	143100	S2D7-R-SM-54170-23287	T. Sullivan	275.50
2/28/2024	143070	S2D7-R-TUST-52934-22196	C. Eng	818.50
2/28/2024	143082	S2D7-R-WEST-51893-22181	E. Lammers	684.00
Total				78,680.64
Turf Rebate				
2/28/2024	143085	TR15-R-MNT-46190-44818	J. Lee	2,648.00
2/28/2024	143074	TR15-R-SC-47280-45881	B. Hisey	3,411.00
2/28/2024	143080	TR16-C-LH-51347-49788	La Habra Assoc LLC (La Habra)	57,536.00
2/28/2024	143081	TR16-C-LH-51347-49808	La Habra Assoc LLC (La Habra)	54,992.00
2/28/2024	143104	TR16-C-MNT-38663-49831	Valencia Condominium (Mission Viejo)	21,969.00
2/28/2024	143099	TR16-C-MNT-49838-48381-PA	Saddleback College (Mission Viejo)	506,256.00
2/28/2024	143091	TR16-C-NWPT-49459-47973	Plaza Homeowners Community Assoc (Newport Beach)	3,084.00
2/28/2024	143098	TR16-C-SC-49691-50187	Seaview Maintenance District (San Clemente)	27,435.00
2/28/2024	143062	TR16-C-YLWD-51560-50019-PA	City Of Yorba Linda (Yorba Linda)	21,840.00
2/28/2024	143058	TR16-R-BP-51622-50083	C. Chan	10,044.00
2/28/2024	143077	TR16-R-GG-49765-48309	J. Jacobs	2,481.00
2/28/2024	143094	TR16-R-MESA-42278-44930	A. Riordan	1,545.00
2/28/2024	143087	TR16-R-MNT-50889-49449	S. Mohammadi	1,980.00
2/28/2024	143072	TR16-R-MNT-51511-50207	M. Fischetti	2,016.00
2/28/2024	143059	TR16-R-O-49120-47643	L. Charnes	2,550.00
2/28/2024	143057	TR17-C-BREA-42600-51587	Brea-Olinda Master Community Assoc (Brea)	15,468.00

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of February 2024**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Turf Rebate (continued)				
2/28/2024	143069	TR17-C-FV-48768-51466	R. Edgley (Fountain Valley)	2,788.00
2/28/2024	143052	TR17-C-MNT-51534-51468	Aliso Viejo Community Assoc (Laguna Hills)	5,492.00
2/28/2024	143063	TR17-C-YLWD-51759-50236-PA	City Of Yorba Linda (Yorba Linda)	3,828.00
2/28/2024	143086	TR17-R-ETWD-49341-47860	H. Mayer	9,789.87
2/28/2024	143089	TR17-R-FV-51704-50178	L. O'Connell	5,679.00
2/28/2024	143092	TR17-R-FV-54177-52646	J. Pull	2,964.00
2/28/2024	143064	TR17-R-IRWD-52987-51478	C. Dacquay	830.00
2/28/2024	143105	TR17-R-IRWD-53124-51590	J. Yu	1,270.00
2/28/2024	143103	TR17-R-LB-53061-51515	G. Unterberger	3,625.00
2/28/2024	143066	TR17-R-LH-51781-50278	R. Daoudi	9,564.00
2/28/2024	143056	TR17-R-LH-51781-50343	A. Bergman	12,087.00
2/28/2024	143096	TR17-R-MESA-47479-51554	D. Schenk	6,015.00
2/28/2024	143054	TR17-R-MNT-51849-50330	L. Behm	3,488.00
2/28/2024	143084	TR17-R-MNT-53098-51559	S. Laruffa	4,672.00
2/28/2024	143053	TR17-R-MNT-53122-51586	T. Anderson	2,912.00
2/28/2024	143076	TR17-R-SC-52975-51460	R. Hurley	1,863.00
2/28/2024	143079	TR17-R-SC-52991-51483	J. Johnson	2,250.00
2/28/2024	143101	TR17-R-SM-54170-52636	T. Sullivan	546.00
2/28/2024	143067	TR17-R-SOCO-52944-51426	L. De Bellis	1,956.00
2/28/2024	143071	TR17-R-TUST-52934-51419	C. Eng	4,911.00
2/28/2024	143083	TR17-R-WEST-51893-50378	E. Lammers	3,762.00
Total				825,546.87
US Bank				
2/29/2024	143116	6066-JAN24	12/23/23-01/22/24 Cal Card Charges - WEROC	1,709.06
Total				1,709.06
Verizon Wireless				
2/08/2024	143040	9954985946	January 2024 4G Mobile broadband unlimited service	116.03
Total				116.03
Total Other Funds Disbursements				951,091.03
Total Disbursements				981,070.03


Harvey De La Torre, General Manager


Hilary Chumita, Treasurer

Cal Card Charges
Statement Date: January 22, 2024
Payment Date: February 29, 2024

Date	Description	Amount
General Manager Card:		
12/21/2023	Urban Water Institute Spring Conference 2024 in Palm Springs, CA on February 21-23, 2024 - Registration for H. De La Torre & D. Micalizzi	1,220.25
12/21/2023	Urban Water Institute Spring Conference 2024 in Palm Springs, CA on February 21-23, 2024 - Early registration & PayPal fee for J. Thomas, R. Crane & A. Nederhood	1,830.12
12/28/2023	ACWA Fall Conference in Indian Wells, CA from November 28-30, 2023 - Accommodations for M. Baum-Haley - Refund for incorrect charges	(22.64)
1/02/2024	ACWA DC 2024 Conference in Washington D.C. on February 27-29, 2024 - Registration for H. Baez & M. Baum-Haley	1,650.00
1/02/2024	ACWA DC 2024 Conference in Washington D.C. on February 27-29, 2024 - Registration for K. Seckel & R. Crane	1,650.00
1/03/2024	Urban Water Institute Spring Conference in Palm Springs, CA, on February 21-23, 2024. Accommodations (First Night Room & Tax) for D. Micalizzi & A. Heide	435.00
1/03/2024	Urban Water Institute Spring Conference in Palm Springs, CA, on February 21-23, 2024. Accommodations (First Night Room & Tax) for J. Thomas, A. Nederhood & R. Crane	652.50
1/03/2024	Urban Water Institute Spring Conference in Palm Springs, CA, on February 21-23, 2024. Accommodations (First Night Room & Tax) for two extra rooms. Refund Credit issued 01/17/2024 shown on next billing statement	435.00
1/03/2024	Doodle Poll Pro annual subscription	83.40
1/05/2024	ACWA DC 2024 in Washington D.C. on February 27-29, 2024 - Airfare for H. Baez & M. Baum-Haley	1,511.92
1/05/2024	ACWA DC 2024 in Washington D.C. from February 27-29, 2024 - Airfare for R. Crane	755.96
1/10/2024	01/10/24 Meals for H. De La Torre's Meetings	75.52
1/11/2024	01/11/24 Meals for H. De La Torre Meeting with guest	21.80
1/12/2024	CMUA Capital Days in Sacramento, CA on February 5, 2024 - Airfare for H Baez	496.97
1/12/2024	CMUA Capital Days in Sacramento, CA on February 5, 2024 - Registration for H. Baez	325.00
1/14/2024	CMUA Capital Days in Sacramento, CA on February 5, 2024 - Accommodations for H. Baez	254.47
1/16/2024	AWWA Membership Renewal for J. Berg	321.00
1/18/2024	Controlling Non-Revenue Water in Drinking Water Utilities Certificate Program Registration - G. Zavala & H. Escamilla	920.00
1/19/2024	Meal for H. De La Torre's Meeting with R. Crane	26.05
1/20/2024	Business Expense for H. De La Torre	40.00
1/20/2024	AWWA 2024 Individual Webinar subscription - S. Sriboonlue	195.00
Total:		12,877.32
Public Affairs Card:		
12/28/2023	Supplies for upcoming Scouts BSA Clinic	24.38
12/30/2023	January 2024 Open AI monthly subscription, language processing tool	20.00
1/03/2024	January 2024 Monthly Public Storage Unit for Public Affairs	619.00
1/03/2024	Two folding tables for community and education events	118.27
1/08/2024	Public Affairs team lunch	235.80
1/15/2024	Frames for awards to display in the office	26.08
1/17/2024	Speaker gifts for the Water Policy Dinner on 01/31/24	213.42
1/18/2024	Framing of two scouts certificates for El Toro Water District and retirement gift for M. Marcus	409.69
Total:		1,666.64

Cal Card Charges
Statement Date: January 22, 2024
Payment Date: February 29, 2024

Date	Description	Amount
Administration Card:		
12/22/2023	Canva Pro annual subscription	135.62
12/25/2023	UPS delivery fee	8.75
12/25/2023	11/25/23-12/24/23 Monthly charge for web hosting	15.00
12/27/2023	(6) Windows Home to Pro license upgrades for IT	594.00
12/27/2023	Flowers for staff member	96.97
12/28/2023	Entry door maintenance on 12/27/23	451.29
12/29/2023	Chair cleaning service	400.00
1/02/2024	01/02/24-02/01/24 Zoom Video Communications fee with audio licenses	174.93
1/05/2024	(2) Samsung Galaxy Book3 laptops	2,734.60
1/06/2024	Adapters to convert displayport to HDMI for IT	45.60
1/08/2024	Domain name renewal (ocwatersmarthomes.com) for two years	44.34
1/08/2024	FedEx Delivery fee	25.10
1/08/2024	Water Facilities Corporation Biennial California - Statement of Information Form	20.00
1/11/2024	(3) Dell docking stations and power cables	477.09
1/11/2024	(2) Dell Optiplex 7010 Desktop Computers	2,305.48
1/12/2024	ESRI User Conference in San Diego, CA on July 15-19, 2024 - Registration for R. Davis	1,750.00
1/12/2024	Two Staff Anniversary gift cards - 20 year and 30 year	500.00
1/13/2024	Mouse for staff	24.05
1/16/2024	Two wire keyboards for staff	32.60
1/17/2024	Society of Human Resource Managers annual membership renewal for C. Harris	244.00
1/18/2024	Two manual suction water pumps for Water Loss Control Shared Services	124.06
1/18/2024	Staff name plates	248.43
1/20/2024	2023 W2 Federal E-file	39.44
Total:		10,491.35

WEROC Card:

1/04/2024	Survey Monkey annual subscription	372.00
1/08/2024	Breakfast for WEROC Quarterly Meeting on 01/09/24	294.71
1/10/2024	Personalized embroidery of tactical jacket for WEROC	243.35
1/15/2024	California Emergency Services Association (CESA) Membership Dues for V. Osborn from 2024 through January 14, 2025.	75.00
1/16/2024	California Emergency Services Association (CESA) Annual Conference Registration Fees on May 6-9, 2024 for J. Schunk	724.00
Total:		1,709.06

Municipal Water District of Orange County
GM Approved Disbursement Report ⁽¹⁾
For the Month of February 2024

Name/ Date	Check/ EFT	Invoice	Description	Amount
Core Disbursements:				
Aleshire & Wynder LLP				
2/29/2024	EFT	84031	January 2024 Legal services	487.50
Total				487.50
E Source Companies LLC				
2/29/2024	EFT	11864	January 2024 Business Implementation services	4,550.00
Total				4,550.00
SPS Data Communications				
2/29/2024	143114	22418	Samsung LCD, wall mount, ClickShare 20, camera, and labor for GM office	3,856.95
Total				3,856.95
Sunbelt Controls				
2/29/2024	143115	5059024	Replacement of temperature controller in the accounting area	2,075.00
Total				2,075.00
Syrus Devers Advocacy LLC				
2/29/2024	EFT	1028	January 2024 State Legislative Advocacy services	8,000.00
Total				8,000.00
Total Core Disbursements				18,969.45
Choice Disbursements:				
Total Choice Disbursements				-
Other Funds Disbursements:				
Total Other Funds Disbursements				-
Total Disbursements				18,969.45

Harvey De La Torre, General Manager


Hilary Chumpitazi, Treasurer

⁽¹⁾ For disbursements that did not make the cut-off of previous month's Disbursement Approval report.
Disbursements are approved by GM for payment and need A & F Committee ratification.



Municipal Water District of Orange County Consolidated Summary of Cash and Investment

January 31, 2024

District investments and cash balances are held in various funds designated for certain purposes as follows:

Fund	Book Value	% of Portfolio
Restricted Reserves		
WEROC Operating Fund	\$ 507,458	3.20%
Pension 115 Trust	1,327,664	8.38%
Total Restricted Reserves	\$1,835,122	11.58%
Designated Reserves		
Operating Reserves	\$3,819,350	24.11%
Election Reserve	1,146,947	7.24 %
OPEB Reserve	297,147	1.88%
Total Designated Reserves	\$5,263,444	33.23%
General Operations Fund	\$9,433,861	59.56%
Water Purchase Payments Fund	453,747	2.87%
Conservation Fund	(1,165,997)	(7.36%)
Trustee Activities - AMP	19,008	0.12%
Total Other Funds	\$8,740,619	55.19%
Total	\$15,839,185	100.00%

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	0.63%	\$ 100,149	\$ 100,149
Pension 115 Trust	8.38%	1,327,664	1,327,664
Short-term investment			
• LAIF	44.84%	7,102,974	7,102,974
• OCTP	26.57%	4,208,448	4,208,448
Long-term investment			
• US Government Issues	1.58%	249,950	232,875
• Corporate Bond	7.58%	1,200,000	1,120,356
• Certificates of Deposit	10.42%	1,650,000	1,631,856
Total	100.00%	\$15,839,185	\$15,724,322

The average number of days to maturity/call as of January 31, 2024 equaled 136 and the average yield to maturity is 3.725%. During the month of January 2024, the District's average daily balance was \$21,388,306.93. Funds were invested in US Bank, Pension 115 Trust, Negotiable Certificate of Deposits, Corporate Bonds, US Government Issues, Local Agency Investment Funds (LAIF) and Orange County Treasurer's Pool (OCTP).

The (\$114,863) difference between the book value and the market value on January 31, 2024 represents the exchange difference if all investments had been liquidated on that date. Since it is the District's practice to "buy and hold" investments until maturity, the market values are a point of reference, not an indication of actual loss or gain. There are no current plans or cash flow requirements identified in the near future that would require the sale of these securities prior to maturity.

Harvey De La Torre
General Manager

Hilary Chumpitazi
Treasurer

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Fountain Valley, California 92708

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Bob McVicker, P.E., D.WRE
President

Jeffery M. Thomas
Vice President

Randall Crane, Ph.D.
Director

Larry D. Dick
Director

Al Nederhood
Director

Karl W. Seckel, P.E.
Director

Megan Yoo Schneider, P.E.
Director

Harvey F. De La Torre
General Manager

MEMBER AGENCIES

City of Brea
City of Buena Park
East Orange County Water District
El Toro Water District
Emerald Bay Service District
City of Fountain Valley
City of Garden Grove
Golden State Water Co.
City of Huntington Beach
Irvine Ranch Water District
Laguna Beach County Water District
City of La Habra
City of La Palma
Mesa Water District
Moulton Niguel Water District
City of Newport Beach
City of Orange
Orange County Water District
City of San Clemente
Santa Margarita Water District
City of Seal Beach
Serrano Water District
South Coast Water District
Trabuco Canyon Water District
City of Tustin
City of Westminster
Yorba Linda Water District



MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Portfolio Management - Portfolio Summary

January 31, 2024

1/31/2024	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,650,000.00	1,631,855.50	1,650,000.00	11.45	1,017	3.126
Corporate Bond	1,200,000.00	1,120,356.00	1,200,000.00	8.33	218	1.518
US Government Issues	250,000.00	232,875.00	249,949.34	1.73	26	0.860
Local Agency Investment Funds	7,102,973.82	7,102,973.82	7,102,973.82	49.29	1	4.012
Orange County Treasurer's Pool	4,208,447.67	4,208,447.67	4,208,447.67	29.20	1	4.276
Total Investments	14,411,421.49	14,296,507.99	14,411,370.83	100.00	136	3.725
Cash						
Cash	100,149.41	100,149.41	100,149.41		1	0.00
Pension 115 Trust	1,327,664.29	1,327,664.29	1,327,664.29		1	0.00
Total Cash and Investments	15,839,235.19	15,724,321.69	15,839,184.53		136	3.725

Total Earnings	Month Ending January	Fiscal Year to Date
Current Year	66,664.73	497,041.93
Average Daily Balance	21,388,306.93	
Effective Rate of Return	3.725%	

We certify that this report reflects the cash and investments of the Municipal Water District of Orange County and is in conformity with the Government Code requirements and the District Investment Policy and Guidelines in effect at the time of investment. The Investment Program herein shown provides sufficient cash flow liquidity to meet the next six month's estimated expenditure. The source for the market values are from U.S. Bank. Per Resolution 2059 there are no compliance exceptions to report.

Harvey De La Torre, General Manager

Date

03/07/24

Hilary Chumipitaji, Treasurer

Date

03/07/2024

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Long-Term Portfolio Details - Investments
January 31, 2024

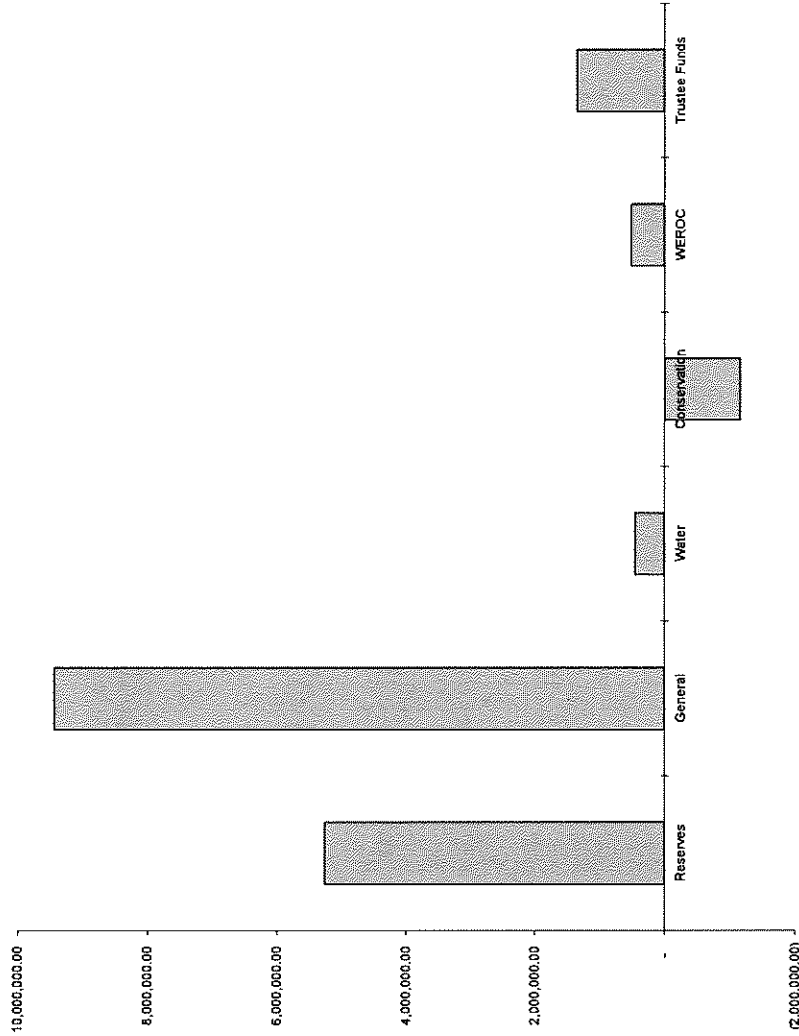
Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Negotiable Certificate Of Deposit									
American Express Bank	02589ADE9	7/20/2022	200,000.00	195,054.00	200,000.00	3.350	3.350	1,266	7/20/2027
Capital One Bank	14042TBQ9	8/7/2019	250,000.00	246,465.00	250,000.00	2.250	2.250	189	8/7/2024
Capital One NA	14042RMJ7	7/24/2019	250,000.00	246,637.50	250,000.00	2.200	2.200	175	7/24/2024
Discover Bank	2546736R2	7/26/2023	250,000.00	254,677.50	250,000.00	4.500	4.500	1,636	7/24/2028
Sallie Mae Bank	7954507A7	7/14/2021	200,000.00	184,584.00	200,000.00	1.000	1.000	895	7/14/2026
State Bank of India	8562852Q3	8/10/2023	250,000.00	258,282.50	250,000.00	4.550	4.550	1,653	8/10/2028
Toyota Financial SGS Bank	89235MPD7	9/27/2022	250,000.00	246,155.00	250,000.00	3.650	3.650	1,330	9/22/2027
Sub Total			1,650,000.00	1,631,855.50	1,650,000.00	3.126	3.126	1,017	
US Government Issues									
FHLB	3130ALGR9	3/1/2021	250,000.00	232,875.00	249,949.34	0.850	0.860	26	2/26/2026
Sub Total			250,000.00	232,875.00	249,949.34	0.850	0.860	26	
Corporate Bond									
Bank of America Corp	06048WK41	12/7/2020	250,000.00	230,370.00	250,000.00	0.850	0.800	664	11/25/2025
Citigroup Global Markets	17328WFZ6	9/16/2020	250,000.00	231,810.00	250,000.00	1.000	1.000	45	9/16/2025
JP Morgan Chase	48128GV56	8/18/2020	250,000.00	230,792.50	250,000.00	0.800	0.800	200	8/18/2025
Morgan Stanley Fin LLC	61766YKH3	6/29/2022	200,000.00	194,046.00	200,000.00	4.500	4.500	150	6/29/2027
Societe Generale	83369MD25	8/19/2020	250,000.00	233,337.50	250,000.00	1.150	1.088	19	8/19/2025
Sub Total			1,200,000.00	1,120,356.00	1,200,000.00	1.542	1.518	218	
Total Investments			3,100,000.00	2,985,086.50	3,099,949.34	2.329	2.321	628	
Total Earnings									
Current Year									
			Month Ending January	Fiscal Year To Date					
			6,101.15	41,932.87					

January 31, 2024

455.109.06

**Municipal Water District of Orange County
Cash and Investments at January 31, 2024**

ALLOCATION	AMOUNT	%
MWDOC		
Restricted Reserves		
WEROC Operating Fund	\$ 507,458	3.20%
Pension 115 Trust	1,327,664	8.38%
Total Restricted Reserves	\$ 1,835,122	11.58%
Designated Reserves		
Operating Reserve	\$ 3,819,350	24.11%
Election Reserve	1,146,947	7.24%
OPEB Reserve	297,147	1.88%
Total Designated Reserves	\$ 5,263,444	33.23%
General Operations Fund	\$ 9,433,861	59.56%
Water Purchase Payments Fund	453,747	2.87%
Conservation Fund	(1,165,997)	-7.36%
Total Other Funds	8,721,611	55.07%
TOTAL MWDOC	15,820,177	99.88%
TRUSTEE ACTIVITIES		
AMP Sales Admin	\$ 19,008	0.12%
TOTAL TRUSTEE ACTIVITIES	\$ 19,008	0.12%
TOTAL CASH & INVESTMENTS	\$ 15,839,185	100.00%



MUNICIPAL WATER DIST OF ORANGE COUNTY
PARS Post-Employment Benefits Trust**Account Report for the Period**
1/1/2024 to 1/31/2024

Hilary Chumpitazi
Accounting Manager
Municipal Water Dist of Orange County
18700 Ward Street
Fountain Valley, CA 92708

Account Summary

Source	Balance as of 1/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 1/31/2024
OPEB	\$2,723,022.87	\$0.00	\$991.15	\$1,313.19	\$0.00	\$0.00	\$2,722,700.83
PENSION	\$1,402,218.81	\$500,000.00	\$773.06	\$676.21	\$0.00	\$0.00	\$1,902,315.66
Totals	\$4,125,241.68	\$500,000.00	\$1,764.21	\$1,989.40	\$0.00	\$0.00	\$4,625,016.49

Investment Selection

Source	
OPEB	Moderate HighMark PLUS
PENSION	Moderate HighMark PLUS

Investment Objective

Source	
OPEB	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.
PENSION	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	0.04%	12.00%	8.47%	2.20%	6.03%	5.62%	10/26/2011
PENSION	0.04%	12.00%	8.51%	2.21%	6.03%	-	7/31/2018

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees



MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
COMBINED FINANCIAL STATEMENTS
AND
BUDGET COMPARATIVE
JULY 1, 2023 THRU JANUARY 31, 2024

**Municipal Water District of Orange County
Combined Balance Sheet
As of January 31, 2024**

	<u>Amount</u>
<u>ASSETS</u>	
Cash in Bank	100,149.41
Investments	15,739,035.12
Accounts Receivable	16,129,627.18
Accounts Receivable - Other	354,106.19
Accrued Interest Receivable	108,952.31
Prepays/Deposits	881,925.73
Leasehold Improvements	7,011,190.45
Furniture, Fixtures & Equipment	913,949.69
Less: Accumulated Depreciation	<u>(4,112,749.23)</u>
TOTAL ASSETS	<u>37,126,186.85</u>
<u>LIABILITIES AND FUND BALANCES</u>	
<u>LIABILITIES</u>	
Accounts Payable	15,622,440.83
Accrued Salaries and Benefits Payable	661,831.24
Other Liabilities	509,102.35
Unearned Revenue	<u>1,164,929.60</u>
TOTAL LIABILITIES	<u>17,958,304.02</u>
<u>FUND BALANCES</u>	
<u>Restricted Fund Balances</u>	
WERO Reserve	317,999.82
Pension 115 Trust	<u>1,120,664.29</u>
Total Restricted Fund Balances	<u>1,438,664.11</u>
<u>Unrestricted Fund Balances</u>	
<u>Designated Reserves</u>	
General Operations	3,819,350.00
Election Expense	1,146,947.00
OPEB	<u>297,147.00</u>
Total Designated Reserves	<u>5,263,444.00</u>
General Fund	7,284,339.52
General Fund Capital	<u>86,023.20</u>
Total Unrestricted Fund Balances	<u>12,633,806.72</u>
<u>Excess Revenue over Expenditure</u>	
Operating Fund	5,288,550.14
Other Funds	<u>(193,138.14)</u>
TOTAL FUND BALANCES	<u>19,167,882.83</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>37,126,186.85</u>

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
July 1, 2023 thru January 31, 2024

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Encumbrance</u>	<u>Budget Remaining</u>
<u>REVENUES</u>						
Retail Connection Charge	0.00	9,206,255.25	9,206,255.00	100.00%	0.00	(0.25)
Ground Water Customer Charge	0.00	383,697.00	383,697.00	100.00%	0.00	0.00
Water Rate Revenues	0.00	9,589,952.25	9,589,952.00	100.00%	0.00	(0.25)
Interest Revenue	72,050.11	516,333.92	319,410.00	161.65%	0.00	(196,923.92)
Subtotal	72,050.11	10,106,286.17	9,909,362.00	101.99%	0.00	(196,924.17)
Choice Programs	2,546.00	1,429,118.87	1,591,032.00	89.82%	0.00	161,913.13
MWD Revenue - Shared Services	0.00	137,861.00	0.00	0.00%	0.00	(137,861.00)
Miscellaneous Income	0.00	1,906.63	3,000.00	63.55%	0.00	1,093.37
Revenue - Other	3.93	913.94	0.00	0.00%	0.00	(913.94)
School Contracts	1,318.14	41,625.09	435,950.00	9.55%	0.00	394,324.91
Delinquent Payment Penalty	0.00	1.05	0.00	0.00%	0.00	(1.05)
Transfer-In from Reserve	0.00	0.00	404,537.00	0.00%	0.00	404,537.00
Subtotal	3,868.07	1,611,426.58	2,434,519.00	66.19%	0.00	823,092.42
TOTAL REVENUES	75,918.18	11,717,712.75	12,343,881.00	94.93%	0.00	626,168.25

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
July 1, 2023 thru January 31, 2024

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Encumbrance</u>	<u>Budget Remaining</u>
<u>EXPENSES</u>						
Salaries & Wages	433,594.26	2,836,248.33	5,135,356.00	55.23%	0.00	2,299,107.67
Salaries & Wages - Grant Recovery	0.00	(10,497.34)	(30,000.00)	(34.99)%	0.00	(19,502.66)
Director's Compensation	21,937.81	151,927.52	275,041.00	55.24%	0.00	123,113.48
MWD Representation	12,442.34	82,839.79	117,875.00	70.28%	0.00	35,035.21
Employee Benefits	136,944.36	829,204.77	1,507,382.00	55.01%	0.00	678,177.23
Employee Benefits - Grant Recovery	0.00	(1,852.47)	0.00	0.00%	0.00	1,852.47
CalPers Unfunded Liability Contribution	500,000.00	500,000.00	207,000.00	241.55%	0.00	(293,000.00)
Director's Benefits	9,936.57	63,385.81	104,447.00	60.69%	0.00	41,061.19
Health Insurance for Retirees	3,623.41	41,443.89	84,847.00	48.85%	0.00	43,403.11
Training Expense	920.00	3,043.99	36,000.00	8.46%	0.00	32,956.01
Tuition Reimbursement	0.00	1,872.30	5,000.00	37.45%	0.00	3,127.70
Temporary Help Expense	0.00	10,503.24	5,000.00	210.06%	0.00	(5,503.24)
Personnel Expenses	1,119,398.75	4,508,119.83	7,447,948.00	60.53%	0.00	2,939,828.17
Engineering Expense	18,090.00	30,482.75	307,000.00	9.93%	145,646.75	130,870.50
Legal Expense	21,225.15	138,048.32	241,000.00	57.28%	102,951.68	0.00
Audit Expense	12,000.00	27,000.00	36,500.00	73.97%	4,500.00	5,000.00
Professional Services	70,901.39	727,441.89	1,798,425.00	40.45%	929,999.48	140,983.63
Professional Fees	122,216.54	922,972.96	2,382,925.00	38.73%	1,183,097.91	276,854.13
Conference - Staff	3,195.25	15,765.25	49,832.00	31.64%	0.00	34,066.75
Conference - Directors	3,480.12	9,010.12	23,065.00	39.06%	0.00	14,054.88
Travel & Accom. - Staff	3,400.09	28,117.83	102,200.00	27.51%	0.00	74,082.17
Travel & Accom. - Directors	1,856.49	11,782.05	42,400.00	27.79%	0.00	30,617.95
Travel & Conference	11,931.95	64,675.25	217,497.00	29.74%	0.00	152,821.75
Membership/Sponsorship	8,224.23	163,257.79	167,366.00	97.55%	0.00	4,108.21
CDR Support	15,608.28	46,824.84	62,433.00	75.00%	15,608.30	(0.14)
Dues & Memberships	23,832.51	210,082.63	229,799.00	91.42%	15,608.30	4,108.07
Business Expense	162.45	1,835.68	2,000.00	91.78%	0.00	164.32
Office Maintenance	10,200.17	83,086.66	175,860.00	47.25%	77,319.37	15,453.97
Building Repair & Maintenance	2,251.38	13,831.99	25,200.00	54.89%	5,631.01	5,737.00
Storage Rental & Equipment Lease	108.60	537.07	1,800.00	29.84%	262.93	1,000.00
Office Supplies	1,677.63	11,562.22	27,000.00	42.82%	1,846.72	13,591.06
Supplies - Water Loss Control	217.56	2,141.14	4,000.00	53.53%	0.00	1,858.86
Postage/Mail Delivery	522.26	4,053.24	11,675.00	34.72%	606.63	7,015.13
Subscriptions & Books	523.92	923.90	1,000.00	92.39%	0.00	76.10
Reproduction Expense	2,174.95	10,257.90	93,000.00	11.03%	2,259.21	80,482.89
Maintenance - Computers	579.34	6,128.55	5,000.00	122.57%	0.00	(1,128.55)
Software Purchase	5,604.67	55,435.53	106,498.00	52.05%	1,574.37	49,488.10
Software Support	0.00	37,277.62	50,185.00	74.28%	0.00	12,907.38
Computers and Equipment	6,408.08	14,952.13	43,000.00	34.77%	0.00	28,047.87
Maintenance Expense	0.00	0.00	6,000.00	0.00%	0.00	6,000.00
Automotive Expense	1,153.04	7,566.96	9,400.00	80.50%	0.00	1,833.04
Vehicle Expense	489.98	8,370.04	12,000.00	69.75%	0.00	3,629.96
Toll Road Charges	40.75	281.87	975.00	28.91%	0.00	693.13
Insurance Expense	16,060.32	113,159.10	182,976.00	61.84%	0.00	69,816.90
Utilities - Telephone	2,913.50	22,406.89	46,438.00	48.25%	1,026.27	23,004.84
Bank Fees	0.00	0.00	2,600.00	0.00%	0.00	2,600.00
Miscellaneous Expense	7,478.62	61,601.21	154,200.00	39.95%	4,982.00	87,616.79
MWDOC's Contrib. to WEROC	24,442.25	171,095.75	293,307.00	58.33%	0.00	122,211.25
Depreciation Expense	9,278.13	64,946.60	0.00	0.00%	0.00	(64,946.60)
Other Expenses	92,287.60	691,452.05	1,254,114.00	55.13%	95,508.51	467,153.44
Election Expense	0.00	0.00	563,020.00	0.00%	0.00	563,020.00
Capital Acquisition	0.00	7,110.56	25,892.00	27.46%	0.00	18,781.44
Building Expense	10,349.02	24,749.33	222,686.00	11.11%	17,268.53	180,668.14
TOTAL EXPENSES	1,380,016.37	6,429,162.61	12,343,881.00	52.08%	1,311,483.25	4,603,235.14
NET INCOME (LOSS)	(1,304,098.19)	5,288,550.14	0.00	0.00%	(1,311,483.25)	(3,977,066.89)

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Fund
July 1, 2023 thru January 31, 2024

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Budget Remaining</u>
<u>WATER REVENUES</u>					
Water Sales	5,352,900.00	67,490,161.00	181,024,108.00	37.28%	113,533,947.00
Readiness to Serve Charge	1,285,972.02	8,140,393.95	13,768,707.00	59.12%	5,628,313.05
Capacity Charge CCF	313,880.00	2,075,600.00	4,816,710.00	43.09%	2,741,110.00
SCP/SAC Pipeline Surcharge	22,428.37	198,767.03	358,000.00	55.52%	159,232.97
TOTAL WATER REVENUES	6,975,180.39	77,904,921.98	199,967,525.00	38.96%	122,062,603.02
<u>WATER PURCHASES</u>					
Water Sales	5,352,900.00	67,490,161.00	181,024,108.00	37.28%	113,533,947.00
Readiness to Serve Charge	1,285,972.02	8,140,393.95	13,768,707.00	59.12%	5,628,313.05
Capacity Charge CCF	313,880.00	2,075,600.00	4,816,710.00	43.09%	2,741,110.00
SCP/SAC Pipeline Surcharge	22,428.37	198,767.03	358,000.00	55.52%	159,232.97
TOTAL WATER PURCHASES	6,975,180.39	77,904,921.98	199,967,525.00	38.96%	122,062,603.02
EXCESS OF REVENUE OVER EXPENDITURE	0.00	0.00	0.00	0.00%	0.00

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Use Efficiency
July 1, 2023 thru January 31, 2024

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
Spray To Drip Conversion(3423)			
Revenues	386,728.74	613,600.00	63.03%
Expenses	550,638.07	613,600.00	89.74%
Excess of Revenues over Expenditures	(163,909.33)	0.00	
Member Agency Administered Pass-Thru(3425)			
Revenues	0.00	338,000.00	0.00%
Expenses	0.00	338,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
ULFT Rebate Program(3410)			
Revenues	520.00	1,000.00	52.00%
Expenses	740.00	1,000.00	74.00%
Excess of Revenues over Expenditures	(220.00)	0.00	
HECW Rebate Program(3411)			
Revenues	41,613.34	40,000.00	104.03%
Expenses	31,370.00	40,000.00	78.43%
Excess of Revenues over Expenditures	10,243.34	0.00	
CII Rebate Program(3416)			
Revenues	0.00	1,000.00	0.00%
Expenses	0.00	1,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
Turf Removal Program(3418)			
Revenues	3,369,371.60	11,298,000.00	29.82%
Expenses	3,423,322.86	11,298,000.00	30.30%
Excess of Revenues over Expenditures	(53,951.26)	0.00	
Comprehensive Landscape (CLWUE)(3427)			
Revenues	114,231.34	152,400.00	74.95%
Expenses	145,658.48	152,400.00	95.58%
Excess of Revenues over Expenditures	(31,427.14)	0.00	
Recycled Water Program(3433)			
Revenues	0.00	50,000.00	0.00%
Expenses	23,608.00	50,000.00	47.22%
Excess of Revenues over Expenditures	(23,608.00)	0.00	
WSIP - Industrial Program(3432)			
Revenues	0.00	53,720.00	0.00%
Expenses	0.00	53,720.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
Land Design Program(3431)			
Revenues	88,955.00	300,000.00	29.65%
Expenses	88,955.00	300,000.00	29.65%
Excess of Revenues over Expenditures	0.00	0.00	
Pressure Regulation Program(3435)			
Revenues	16,623.00	15,000.00	110.82%
Expenses	16,623.00	15,000.00	110.82%
Excess of Revenues over Expenditures	0.00	0.00	
Dedicated Irrigation Meters Measurement Project (DIMM)(3439)			
Revenues	41,860.00	743,000.00	5.63%
Expenses	173,339.43	743,000.00	23.33%
Excess of Revenues over Expenditures	(131,479.43)	0.00	

**Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Use Efficiency
July 1, 2023 thru January 31, 2024**

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
Total WUE Projects			
Revenues	4,059,903.02	13,605,720.00	29.84%
Expenses	<u>4,454,254.84</u>	<u>13,605,720.00</u>	<u>32.74%</u>
Excess of Revenues over Expenditures	(394,351.82)	0.00	
 WEROC			
Revenues	480,559.81	586,614.00	81.92%
Expenses	<u>304,922.24</u>	<u>586,614.00</u>	<u>51.98%</u>
Excess of Revenues over Expenditures	175,637.57	0.00	



CONSENT CALENDAR ITEM

March 20, 2024

TO: Board of Directors

FROM: **Planning & Operations Committee**
(Directors Seckel, Yoo Schneider, Dick)

Harvey De La Torre, General Manager

Staff Contact: Charles Busslinger, Cathy Harris, Sarina Sriboonlue

SUBJECT: Award Construction Contract for Breakroom Remodel and Trellis Removal Project

STAFF RECOMMENDATION

It is recommended that the Board of Directors make a CEQA finding and approve entering into the following subject agreement for improvements to the MWDOC administration building:

- Make a CEQA finding that the project is categorical exempt under: Class 1- Existing Facilities.
- Waive any inconsequential deviation from the Bid Specifications in Triangle Decon Services, Inc.'s bid and award Triangle Decon Services, Inc. the "MWDOC Breakroom Remodel and Trellis Removal Project" construction contract in the amount of \$160,000.00.
- Authorize an increase to the project budget in the amount of 10% of the contract price as a contingency budget for the project such that the project budget shall be \$176,000.00.

COMMITTEE RECOMMENDATION

Committee concurred with staff recommendation.

SUMMARY

Staff is seeking Board authorization to proceed with the remodel of the administration building breakroom along with removal of the wooden portions of the trellis in the atrium.

Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budgeted amount: \$ 249,600	Core: <input checked="" type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount: \$176,000		Movement between funds: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

The project will complete the remodel of the administration building and remove the wooden portion of the atrium trellis shade structure which has been damaged by termites.

On January 18, 2023, the Board authorized the General Manager to enter into a professional services agreement with GTS Architecture, Inc. (GTS) to provide design and architectural services for the Breakroom/Kitchen and Atrium Remodel.

The project was publicly noticed in the OC Register on January 9, 2024, and January 14, 2024, and advertised for bidding through PlanetBids. A non-mandatory pre-bid meeting was held on January 24, 2024.

Formal bids were received from 5 bidders on February 14, 2024. The Low Bidder is Triangle Decon Services, Inc.

Bid Summary

1.	Triangle Decon Services	Mission Viejo		\$160,000.00
2.	Bridgerock Construction	La Puente		\$164,784.55
3.	Elegant Construction	Irvine		\$198,000.00
4.	R Dependable	San Bernardino		\$238,600.00
5.	CALTEC Corp.	Westminster		\$306,000.00*
			* Calculation error	\$371,000.00

Engineer's Estimate	\$180,000 - \$230,000.00
Average of the Bids	\$190,346.14

Bid Review and Analysis

MWDOC staff reviewed Triangle Decon Services, Inc.'s bid and found the submitted documents did not indicate the C-22 Asbestos Mitigation License holder as specified in the bid documents. Additionally, Document 004250 'Bidder's Plan for Construction' was omitted from the submission. MWDOC staff has determined that any deviation by Triangle Decon Services, Inc. from the Bid Documents in submitting its bid was inconsequential and recommends the Board waive the above deficiencies and award the contract to Triangle Decon Services, Inc.

Financial Summary

The table below provides an overall cost summary of the project.

	Estimated Project Costs	
1	Construction Contract with 10% Contingency – Triangle Decon Services, Inc.	\$176,000
2	Design and Construction Support – GTS Architecture	\$48,005
	Estimated Total Project Cost:	\$224,005

DETAILED REPORT

ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

- | | |
|--|---|
| <input type="checkbox"/> Clarifying MWDOC's mission and role; defining functions and actions. | <input type="checkbox"/> Work with member agencies to develop water supply and demand objectives. |
| <input type="checkbox"/> Balance support for Metropolitan's regional mission and Orange County values and interests. | <input type="checkbox"/> Solicit input and feedback from member agencies. |
| <input type="checkbox"/> Strengthen communications and coordination of messaging. | <input checked="" type="checkbox"/> Invest in workforce development and succession planning. |

Additional Comments:

BOARD OPTIONS

Option #1: (Staff recommendation)

- Make a CEQA finding that the project is categorical exempt under: Class 1- Existing Facilities.
- Waive all discrepancies and deficiencies and award Triangle Decon Services, Inc. the "MWDOC Breakroom Remodel and Trellis Removal Project" construction contract in the amount of \$160,000.00.
- Authorize an increase to the project budget in the amount of 10% of the contract price as a contingency budget for the project such that the project budget shall be \$176,000.00.

Fiscal Impact: \$176,000

Option #2: Do not proceed with the project and provide direction to staff.

Fiscal Impact: Project construction costs are anticipated to continue to rise, largely due to labor costs and hourly wages (per CBRE US Construction Market Trends February 7, 2024.) The California Construction Cost Index (CCCI) as reported by California Department of General Services indicates construction costs increased 13.4% in 2021, 9.3% in 2022, and 9.4% in 2023, and a further 5.4% increase for January and February 2024.

List of Attachments/Links:

Attachment 1: Bid Documents

Attachment 2: Breakroom Renderings

Link 1: California Department of General Services Construction Cost Index CCCI:
<https://www.dgs.ca.gov/RES/Resources/Page-Content/Real-Estate-Services-Division-Resources-List-Folder/DGS-California-Construction-Cost-Index-CCCI>

Bidder Name: Triangle Decon Services, Inc.

**DOCUMENT 003100
BIDDING SHEET**

Price for construction of MWDOC Breakroom Remodel and Trellis Removal

Item	Description	Amount
1	Mobilization by General Contractor, General Contractor Bonds, General Contractor Overhead and Profit, General Contractor General Conditions	\$ <u>\$40,000</u>
2	Construction of all work in the contract as included in Table 1 of this section, except for work covered under the other bid items on this bidding sheet, as specified and shown on the drawings for the lump sum of	\$ <u>\$120,000.00</u>
Total of items 1 through 2		\$ <u>\$160,000.00</u>

Bidders shall complete Table 1 on the following pages. Bid amounts on Table 1 and Bidding Sheet shall be typed only. Handwritten bid amounts in these sections are not permitted.

Table 1

Line Item	Description	Unit	Bid
1	Demolition To include but not limited to: Temporary barrier/construction walls, abatement, partitions, ceiling, ceiling grid/tiles, interior door, lighting, mechanical (diffusers, registers)	1 LS	\$ \$20,000
2	Architectural To include but not limited to: partition walls, flooring, ceiling tiles, grid, millwork, ceramic tiles, paint	1 LS	\$ \$60,000
3	Electrical To include but not limited to: lighting/power, conduit, wiring, fixtures	1 LS	\$ \$18,000
4	Mechanical Supply, returns, registers, diffusers	1 LS	\$ \$3,000
5	Plumbing Plumbing fixtures, piping, fire sprinkler, heads and trim	1 LS	\$ \$19,000

END OF DOCUMENT

**DOCUMENT 004300
SUBCONTRACTOR
LIST**

Enter below the information for each subcontractor who is required to possess an appropriate license by the State of California to perform work or labor or render service to the Contractor in or about the construction of the work, and fabricates or installs a portion of the work according to the details contained in the drawings and specifications, in an amount in excess of 1/2 of 1 percent of the Contractor's total bid. Note, consistent with Document 000200 (Invitation to Bid) and Document 001000 (Instruction to Bidders), each bidder must designate the subcontractor that the bidder intends to utilize for asbestos removal, regardless of the value of the work or subcontract.

Enter the DIR public works contractor registration number for each subcontractor. No subcontractor may be listed on the bid proposal unless registered with the DIR. For additional information, refer to <https://www.dir.ca.gov/Public-Works/contractors.html>

Note: This document must be submitted with the bid. Attach additional sheets if necessary.

Subcontractor's Name	Subcontractor's City	Subcontractor's License No.	Subcontractor's DIR Registration No.	Description and dollar value of work to be performed
Finishing Touch Woodworking Inc.	Garden Grove	870143	1000017499	Description: Casework \$ 22,500.00
JJJ Floor Covering Inc.	Pico Rivera	327775	1000003812	Description: LVT Floor \$ 5,000.00
McKeown Plumbing	Laguna Beach	1052408	100840869	Description: Plumbing \$ 19,000.00
Avram Electric, Inc	Jurupa Valley	906069	100007824	Description: Electrical \$ 18,000.00
NH Environmental	City of Industry	984458	1000011312	Description: Demolition & Asbestos Abatement \$ 12,000.00
				Description: \$
				Description: \$

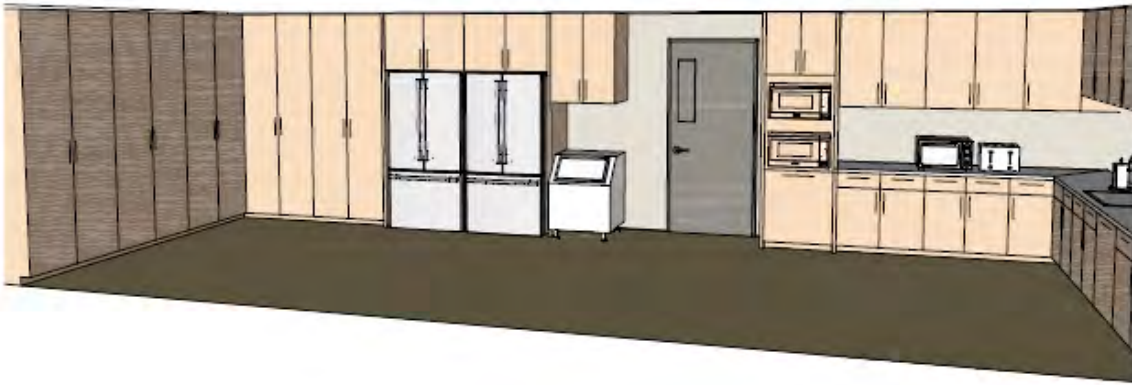
004300-1

Attachment 2

Breakroom Remodel Renderings



BREAK ROOM 3D VIEW NORTH WEST



BREAK ROOM 3D VIEW SOUTH WEST

Attachment 2

Breakroom Finishes

WALL FINISH: GENERAL PAINT
MANUFACTURER: DUNN EDWARDS PAINT
STYLE: EGGSHELL FINISH
COLOR: WHITE #DEW380
INSTALLATION: TWO COATS MINIMUM OVER PRIMER
CONTACT:

WALL FINISH: TILE, BREAK ROOM BACKSPLASH
MANUFACTURER: DALTILE
STYLE: HARMONIA RECTANGLE UNDULATED 4"x12" GLOSSY
COLOR: MY92
INSTALLATION: PER MFR SPECS
CONTACT: DALTILE.COM
GROUT: 1/8" MAX. CUSTOM BUILDING PRODUCTS
COLOR: TBD



LUXURY VINYL TILE 9"x48" PLANK
MANUFACTURER: SHAW CONTRACT
STYLE: INLET II, 4372V
COLOR: VALLEY, 72103
INSTALLATION: STAGGER PATTERN
SEE PLAN BELOW FOR DIRECTION OF PATTERN
INSTALL PER MFR. SPECS
CONTACT: DOUG JAGERMAN 949.285.1821
doug.jagerman@shawcontract.com



PLASTIC LAMINATE - UPPER/LOWER CABINETS
MANUFACTURER: WILSONART
FINISH: SOFTGRAIN FINISH
COLOR: LANDMARK WOOD #7981K-12
INSTALLATION: PER MANUFACTURER
GRAIN TO RUN VERTICALLY



STONE - COUNTER TOP
MANUFACTURER: ARIZONA TILE
STYLE: DELLA TERRA QUARTZ
COLOR: CITRINE
INSTALLATION: PER MFR. SPECS
SQUARE EDGE
CONTACT: RACHEL NAMMACK ALMAGUER
818.439.8509, rnammack@arizonatile.com





CONSENT CALENDAR ITEM

March 20, 2024

TO: Board of Directors

FROM: **Administration & Finance Committee**
(Directors Crane, Thomas, Nederhood)

Harvey De La Torre, General Manager

SUBJECT: APPROVE CHANGES TO RECORDS RETENTION SCHEDULE

STAFF RECOMMENDATION

It is recommended that the Board of Directors: review and approve the changes to the Records Retention Schedule and authorize staff to incorporate these changes into the Administrative Code.

COMMITTEE RECOMMENDATION

Committee concurred with staff recommendation.

SUMMARY

During the annual review of the District's Records Retention Schedule (Schedule), the District's consultant, Dianne Gladwell (Gladwell Governmental Services), identified the a few areas on the retention schedule that need revision (note that the areas outlined mainly deal with citations). The remainder of the Retention Schedule remains unchanged; the red-lined document is attached; legal counsel has approved these changes.

ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

- | | |
|--|---|
| <input checked="" type="checkbox"/> Clarifying MWDOC's mission and role; defining functions and actions. | <input type="checkbox"/> Work with member agencies to develop water supply and demand objectives. |
| <input type="checkbox"/> Balance support for Metropolitan's regional mission and Orange County values and interests. | <input type="checkbox"/> Solicit input and feedback from member agencies. |
| <input type="checkbox"/> Strengthen communications and coordination of messaging. | <input type="checkbox"/> Invest in workforce development and succession planning. |

List of Attachments/Links:

Attachment 1: Redlined version of Records Retention Schedule

Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budgeted amount: N/A	Core: <input type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount:		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Administration	ADM01	Drafts, non-District records, and transitory documents not retained in the ordinary course of business/ District records where the content does NOT relate in a substantive way to the conduct of the public's business.	Preliminary drafts, calendars, checklists, e-mail messages unrelated to District business, invitations for non-District events, logs, mailing lists, meeting room registrations, staff video conference chats, notes and recordings, supply inventories, telephone messages, text messages unrelated to District business, transmittal letters, undeliverable envelopes, visitors logs, voice mails, etc., where the content does NOT relate in a substantive way to the conduct of the public's business.	CA GC 60201, AC 11102; City of San Jose v. Superior Court (Smith) , \$218066. Supreme Court of California 2017	AR	No			
Cathy	Administration	ADM02	Successful Proposals Relating to Real Property	Records related to bid invitations, RFP's, successful proposals and bids, drawings and specifications issued by the District for competitive bid, relating to real property. Successful bid is awarded a contract. This file does not include the original contract or insurance information.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)	X	X	
Cathy	Administration	ADM03	Successful Proposals Not Relating to Real Property	Records related to construction and service bid invitations, RFP's, successful proposals and bids, drawings and specifications issued by the District for competitive bid. Successful bid is awarded a contract. This file does not include the original contract or insurance information.	CA GC 60201, CA CCP 337, AC 11100	CL+10	Yes (Finals Only)	X	X	
Cathy	Administration	ADM04	Unsuccessful Proposals	Records related to Requests for Proposals issued for competitive bids received and not selected for services.	CA GC 60201, AC 11100	CL+2	No			
Cathy	Administration	ADM05	Business Plan Records	Reports describing long-range planning, District services, and goals of the District. Includes strategic plans and financial planning records	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Cathy	Administration	ADM06	Historical Records	Records related to the history of the District. Includes photos, anniversary celebrations, facility dedications, and awards.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	
Cathy	Administration	ADM07	Permits & Licenses	Records related to permits and licenses necessary for the operation of the facilities and District. Includes operating permits, NPDES permits, and Department of Health and Safety permits.	CA GC 60201, 40 CFR 122.41, AC 11100	PE	Yes (Finals Only)	x		
Cathy	Administration	ADM08	Administrative Policies and Procedures	Records providing documentation on the implementation of management and administrative policies Includes MWDOC's Rules and Administrative Code.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	
Cathy	Administration	ADM09	Safety	Records regarding District Safety Policy & training. Includes employee safety training, special skills of staff, OSHA inspections or citations.	8 CCR 3203, CA GC 60201, 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33, AC 11100	5	No	x		
Cathy	Administration	ADM10	Emergency & Security	Records providing instructions in the event of a disaster, including evacuation information, Emergency & Disaster Plans, Emergency Response Inspection Requirements, Security Policies, Continuity of Operations Plan and related correspondence.	CA GC 60201, AC 11100	SU+3	No	x		
Cathy	Administration	ADM11	Materials Safety Data Sheets / Safety Data Sheets	Records related to the use of hazardous substances.	AC 11103, 8 CCR 3204(d)(1)(A) et seq, (B)(2 and 3), AC 11100	PE	Yes (Finals Only)	x		
Cathy	Administration	ADM12	Public Records Requests	Requests for records under the Public Records Act, includes MWDOC response	CA GC 60201, AC 11100	CL+2	Yes (Finals Only)			
Cathy	Administration	ADM13	Records Management Files	Records related to the management of District records: (a) Documentation of the transfer of records to an offsite records center (b) Destruction Certificates that certify (confirm) the destruction of official records that have been approved for destruction, and attests that destruction was accomplished in accordance with policies and procedures (c) Records Retention Schedule: a legal document listing record series maintained by the District, with associated retention periods, characteristics, the responsible department, and legal citations	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	

RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Administration	ADM14	District Insurance Records	Records related to insurance policies purchased by the District, includes the policies and any amendments. Excludes invoices, premium payment information, and general correspondence pertaining to insurance.	CA GC 60201 CCP 337, AC 11100	PE	Yes (Finals Only)	x		
Cathy	Administration	ADM15	Public Notices	Records announcing Requests for Proposals or Requests for Quotes including proofs of publication.	CA GC 60201, AC 11100	2	No			
Cathy	Administration	ADM16	General Correspondence, if the content relates in a SUBSTANTIVE way to the conduct of the public's business	Records related to internal and external general communications. Includes memos and letters kept in chronological order as a convenience file ONLY if the content relates in a substantive way to the conduct of the public's business.	CA GC 60201, 60203 , AC 11100; City of San Jose v. Superior Court (Smith), S218066, Supreme Court of California, 2017	3	No (only project related is in LF)		x	
Cathy	Administration	ADM17	Reference Files (Not District Records)	Documents used for reference and research, such as books, technical journals, reference materials, reports, studies, magazines, periodicals, and presentations.		AR	No	insurance		
Cathy	Administration	ADM18	Equipment Maintenance & Warranty Information	Records related to the maintenance, & warranty information for equipment & furniture purchased by the District. Does not include purchase or repair invoices (see Finance section).	CA GC 60201 AC 11100	SA	No			
Cathy	Administration	ADM20	MWDOC Member Agencies	Correspondence to and from Member Agencies relating to issues directly impacting MWDOC business and information from Member Agency Manager's Meetings.	CA GC 60201 AC 11100	7	Yes (Finals Only)			
Cathy	Administration	ADM21	Other Agencies	Correspondence to and from other agencies relating to MWDOC business.	CA GC 60201 AC 11100	5	No			
Cathy	Administration	ADM22	Outside Agency Event Information (Not District Records)	Records related to events sponsored by other agencies attended by MWDOC Directors & Staff. Includes conference & seminar information and travel records. Does not include attendance records, expense reports, or payment records.		AR	No			
Cathy	Administration	ADM23	Copies	Photocopies or duplicates of any record	CA GC 60200, AC 11102	AR	No			
Cathy	Human Resources	HR01	Employee Benefit Plans & Programs	Records related to all employee benefits plans and programs, including health and life insurance policies & information, tuition reimbursement, eligibility, illness & Injury Prevention Plan (IIPP), and retirement plans. Does not include employee enrollment or other individual forms.	29 CFR 1627.3, CA GC 12946, 12960, 60201 29 USC 1027; AC 11100	CL+6	No			
Cathy	Human Resources	HR03	Salary Schedules	Records related to District Salary Schedules as established by the Board.	CA GC 60201(d)(12), 29 CFR 1627.3, AC 11100	SU+7	No	X		
Cathy	Human Resources	HR04	Medical Files	Records related to the medical history of employees, pre-employment physicals, required physicals or drug testing, doctor releases/notes for workers' compensation or other medical absences.	8 CCR 3204, 8 CCR 5144, 8 CCR 15400.2, 29 CFR 1910.1020(d)(1)(i); GC 12946, 12960, 60201, AC 11100	TE+30	No	X		X
Cathy	Human Resources	HR05	Personnel Manual	Records related to Personnel Policies of the District.	CA GC 12946, 12960 60201, AC 11100	SU+4	No			
Cathy	Human Resources	HR06	Personnel Administration records	Records related to the overall administration of personnel activities. Includes studies, surveys, and reports.	CA GC 60201, AC 11100	4	No			
Cathy	Human Resources	HR07	Personnel Files	Records related to individual employees. Includes employment applications, training records, performance evaluations, driving records, awards or certificates, salary information, insurance enrollment, beneficiary designations and other forms, and separation documents.	CA GC 3105, 12946, 12960, 60201, 29 CFR 1602.14, 1602.31 & 1627.3, 29 USC 1113, AC 11100	TE+7	No	X		X
Cathy	Human Resources	HR08	Deferred Compensation Statements, Pension Plan Statements	Employer Statements	GC 60201; AC 11100	7	No			X

RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Human Resources	HR09	Drug & Alcohol Tests	Employee Results (Positive & Negative)	29 CFR 1627.3(b)(1)(v), GC 12946, 12960, 60201; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71, AC 11100	5	No			X
Cathy	Human Resources	HR10	Employee Training Records (District-Sponsored)	Course Material and Sign In Sheets for employee training	8 CCR 3203 et seq., 29 CFR 1602.31, CA LC 6429(c); CA GC 12946, 12960, 60201, 53235.2(b), AC 11100	5	No			X
Cathy	Human Resources	HR11	I-9s		INA 274A(b)(3); INS Rule 274a.1(b)(2); 29 CFR 1627.3(b)(1), CA GC 12946, 12960, 60201; INA 274A(b)(3), AC 11100	TE+3	No			X
Cathy	Human Resources	HR12	Organizational Chart	Records related to District organizational structure.	CA GC 60201(d)(1), AC 11100	PE	No			
Cathy	Human Resources	HR13	Retiree Benefits	Records regarding benefits offered to retirees	CA GC 60201(d)(12), 29 CFR 1627.3, AC 11100	DEATH + 5	No			
Cathy	Human Resources	HR14	Background Checks	Records related to background checks for newly hired employees.	CA GC 60201, AC 11100	TE+7	No			X
Cathy	Human Resources	HR16	Risk Management / Workers Compensation Claims	Records related to Worker's Compensation Claims, Disability Claims, and Incident/Accident Reports.	8 CCR 10102; 8 CCR 15400.2, 8 CCR 3204(d)(1) et seq., 29 CFR 1910.1020, CA GC 12946, 12960, 60201, CA CCP 337, AC 11100	TE+30	No			X
Cathy	Human Resources	HR17	Employee Complaints	Records related to employee complaints, includes MWDOC response and disciplinary action.	CA GC 12946, 12960, 60201, 29 CFR 1602.31, AC 11100	TE+5	No			X
Cathy	Human Resources	HR18	Recruitment Records	Records regarding the advertisement of available positions. Includes job descriptions, job postings, advertising, interviews, resumes, applications, testing questions and results.	29 CFR 1602.32, 29 CFR 1627.3, 2 CCR 11013(c) CA GC 12946, 12960, 60201, AC 11100	CL+4-	No			X
Cathy	Human Resources	HR19	COVID-19 Notifications to Employees	Financial records related to the general ledger posting. The Financial Database can re-create reports upon demand.	LC 6409.6(k), GC 60201	CL+3	No			X
Finance	Finance	FIN01	General Ledger	Records describing the financial status of the District. Includes financial, fiscal, and monthly reports, worksheets, printouts, and statements on the financial position and condition of the District. The Financial Database can re-create reports upon demand.	CA GC 60201, AC 11101	AU	No			
Finance	Finance	FIN02	Interim Financial Reports	Records related to reviewing the District's activities to ensure compliance with policies, procedures, and standards.	CA GC 60201, AC 11102	AU+7	No			
Finance	Finance	FIN03	Audit Records	Records describing the financial status of the District, including the Annual Financial Report and the Final Audit Report.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN04	Annual Financial Report & Auditor Report	Records related to internal financial planning and management. Includes final budget vs. cost reports, summaries, worksheets, and goals and objectives.	CA GC 60201, AC 11102	AU	No			

RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche? (Finals Only)	V	H	C
Finance	Finance	FIN06	Final MWDOC Budget	Records related to the Final MWDOC Annual Budget and milestones for the final approved budget. Final budget is approved by the Board.	CA GC 60201, AC 11100	PE	Yes		X	
Finance	Finance	FIN07	Accounts Payable / 1099, 1096, DE542 (California Report of Independent Contractors)	Records related to payment of financial obligations (money owed by the District). Includes vendor invoices, bills, check requests, statements including credits/refunds, disbursement reports, completed purchase orders & purchase requisitions, travel & expense reports, membership renewal payments, and petty cash.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN08	Accounts Receivable	Records related to accounting for money owed to the District. Includes cash receipts, check copies, uncollectible debts, MWDOC invoices and bankruptcies. Excludes Water Billing.	CA GC 60201, AC 11100	AU+7	No	X		
Finance	Finance	FIN09	Payroll Records	Records related to payment of labor costs. Includes employee timesheets, completed request for leave forms, salary, wage, and deferred compensation; deduction, garnishment, and retirement contribution.	29 CFR 516.5, 29 CFR 516.6, CA GC 60201(d)(12), 60203 IRS Reg 31.6001-1(e)(2), R&T 19530; LC 1174(d); 8 CCR 11040.7(7)(C), AC 11100	AU+7	No	X		X
Finance	Finance	FIN10	Payroll Tax Records	Records related to Annual & Quarterly payroll tax filings, includes W-2 forms.	CA GC 60201, 29 CFR 516.5, 516.6, AC 11100	AU+7	No			X
Finance	Finance	FIN11	Banking Record	Records related to bank transactions. Includes deposits of funds, cancelled checks, check registers, bank advices, wire transfers, bank statements, and reconciliations.	AC 11100, CA GC 60201, 26 CFR 31.6001-1	AU+7	No			
Finance	Finance	FIN12	Cash & Investment Record	Records related to portfolio investments. Includes cash flow statement, transaction records, and investment pool statements.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN13	Water Billing	Records related to the processing of the monthly water billing. Includes Metropolitan invoices, invoices issued, and reconciliation reports.	CA GC 60201, AC 11100	AU+7	No	X		
Finance	Finance	FIN14	Fixed Asset Record	Records related to the acquisition, depreciation, and accruals of fixed assets. Includes purchase and sale or disposition information.	CA GC 60201, AC 11100	SA+7	No			
Finance	Finance	FIN15	Grant Records / Conservation Grants	Records related to accepted/approved federal or state grants, includes financial records.	CA GC 60201, GC 8546.7; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133 AC 11100	CL+5	No			
Finance	Finance	FIN16	Old Business	Records related to previously closed finance-related issues not included in other record categories. Includes the OC Bankruptcy.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN19	Payroll Report by Employee	Cumulative Report by Employee	CA GC 60201, AC 11100	PE	No		X	
Finance	Finance	FIN20	W-9s	Vendor W-9s Forms (Taxpayer ID Number and Certification)	CA GC 60201	CL+3	No		X	
Information Technology	Information Technology	IT01	Computer Systems Records	Records and manuals related to District hardware records, maintenance files, software application files, database programs and disaster recovery backups. Excludes data contained in any of the above programs.	CA GC 60201, AC 11102	AR	No			
Information Technology	Information Technology	IT02	Network Operating Manual	Records related to the operation of the District Information Technology.	CA GC 60201, AC 11102	AR	No			

RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Charles	Engineering	ENG01	Engineering Projects	Records related to major projects or capital improvements for District services.	CA GC 60201, CA CCP 337 AC 11100	PE	Yes (Finals Only)			
Charles	Engineering	ENG02	Local Water Operations and Water Usage Databases	Records related to non-Metropolitan water operations. Includes water usage & production information and joint facility operations & maintenance allocations.	CA GC 60201, AC 11100	PE	N/A	X		
Charles	Engineering	ENG03	Drawings & Maps	Record Drawings / As-Builts & As-Bids, Records of graphic depictions (drawings, sketches) of facilities. Includes bid set drawings marked up by contractors during construction to show how facility or component is actually constructed, base maps for service areas, Director divisions, and atlases.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	X	X	
Charles	Engineering	ENG04	Facilities Maps	Record Drawings / As-Builts & As-Bids, Records related to planning of District facilities that are geographical in nature and show pipelines and other waterworks facilities.	CA GC 34090, AC 11100	PE	Yes (Finals Only)	X	X	
Charles	Engineering	ENG05	Research & Planning	Records related to planning of District projects and programs. Includes water reliability & drought issues, Water Demand Forecast, Five Year Water Projections, and water supply alternatives.	CA GC 60201, AC 11100	10+AR	No	X	X	
Charles	Engineering	ENG06	Service Connections & Plans & Specifications	Records related to service connections, local distribution systems, and Allen McColloch Pipeline (AMP). Does not include records regarding sale of AMP.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	X	X	
Charles	Engineering	ENG07	Rates, Fees and Charge Records	Records related to determining rates and fees charged by the District, includes annual water rates survey, tracking budget.	CA GC 60201, AC 11100	10+AR	No	X		
Charles	Engineering	ENG08	Engineering Plans, Reports & Studies	Reports & Studies conducted by the Engineering Department, Water Rate Survey, Master Plans, Fixed Treatment Charge Project Files, Conveyance of Local Water, etc.	CA GC 60201, AC 11100	PE	Yes (Finals Only)			
Charles	Engineering	ENG09	Plan Checks - Pipeline	Construction within the District's Easements / Rights of Way	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)	X		
Charles	Engineering	ENG10	Engineering Projects - Administration Files	Project Administration, Project Schedules, Certified Payrolls, Cost of Construction, Logs, Insurance Certificates from Contractors, Correspondence, Advertising, Labor Compliance, Temporary Encroachment Permits, etc.	CA GC 60201, CA CCP 337, AC 11100	CL+10	Yes (Finals Only)			
Charles	Engineering	ENG11	Connections & Interties - East Orange County, Doheny, etc.	Drawings and Specifications, etc.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)	X		
Charles	Metropolitan Water District of Southern California	MET01	Metropolitan Administrative Correspondence	Records related to Metropolitan issues of vital interest to MWDOC business that are not easily obtained or readily available through other means.	CA GC 60201, AC 11100	5+AR	(Selected Important Records)			
Charles	Metropolitan Water District of Southern California	MET02	Operations & Service Interruptions	Records related to Metropolitan water operations that are of vital interest to MWDOC business. Includes shutdown information & chlorination notifications & reports, treatment facilities, distribution system (including maps, capacity diagrams, & detailed schematics), water quality, and water reliability.	CA GC 60201, AC 11100	5+AR	No			
Charles	Metropolitan Water District of Southern California	MET03	Projects & Programs	Records related to Metropolitan projects and programs that are of vital interest to MWDOC business. Includes Capital Improvement Program, desalination projects, water supply projects, Interim Agricultural Water Program, Local Resources Program, power related projects, groundwater Conjunctive Use Programs, and Community Partnering Program.	CA GC 60201, AC 11100	CL of Met Contract + 5	Yes (Finals Only)			
Charles	Metropolitan Water District of Southern California	MET04	Water Transfers & Wheeling	Records related to Water Transfers and Wheeling that are of vital interest to MWDOC business.	CA GC 60201, AC 11100	PE	Yes (Finals Only)			
Maribeth	Board of Directors	BOD01	Board of Directors Administrative Records	Records related to the Board of Directors. Includes general correspondence and reports, Informal Proclamations	CA GC 60201, AC 11100	2	No			

RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Maribeth	Board of Directors	BOD02	Board and Internal Policies	Policy set by Board of Directors, Formal Proclamations	CA GC 60201, AC 11100	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD03	Ordinances and Resolutions	Records related to regulations for the District that are approved or adopted by the Board of Directors, and the normal expression of the will, opinion, and intent voted by the Board of Directors.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD04	Board & Committee Meetings, Agendas, Packets	Records related to information provided to the official Board of Directors for consideration and action at official proceedings. Includes agendas, and staff reports ("Agenda Packet")	CA GC 60201	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD05	Board & Committee Meeting Minutes	Records related to actions and decisions of the Board of Directors. Includes minutes, administrative orders, minute orders, and minute actions.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD06	Board & Committee Meeting Notes	Records include shorthand notebooks, stenotype records, and keys to audio tapes (Preliminary drafts)	CA GC 60201, AC 11102	EX	No			
Maribeth	Board of Directors	BOD07	Board & Committee Meeting audio recordings	Records include audio recordings of Board & Committee Meetings made for whatever purpose (e.g., minute preparation)	CA GC AC 11100, CA GC 54953.5(b)	30 days	No			
Maribeth	Board of Directors	BOD08	Election Records	Records related to the election process. Includes maps, directors' divisions, and election results.	CA GC 60201, CA EC 17100, AC 11100	PE	Yes (Finals Only)			
Maribeth	Board of Directors	BOD09	Oath of Office	Records of the Oaths of Office, Election Certificates, and related materials depicting the authenticity of the appointment of any of the Directors or Executive Officers of MWDOC.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	
Maribeth	Board of Directors	BOD10	Public Notices, Legal Advertising, Proof of Publication	Proof of publications, notices, Brown Act notices, mailing lists, etc.	CA GC 60201, AC 11100	2	No			
Maribeth	Improvement District No. 1	ID101	Improvement Bonds & COPS	Records related to interest-bearing certificates issued by the District to raise revenues. Includes certificates of participation (COPS).	CA GC 60201, CA CCP 336, 337.5, AC 11100	CL+10	No			
Maribeth	Improvement District No. 1	ID102	Property Tax Filing	Records related to the filing of Property Taxes with the County of Orange.	CA GC 60201, AC 11100	AU+7	No			
Maribeth	Legal	LGL01	Annexation Files	Records related to receiving or transferring land within District boundaries.	CA GC 60201	PE	Yes (Finals Only)		X	
Maribeth	Legal	LGL02	Formation Files	Records documenting the terms under which the District was formed, organized, re-organized or consolidated. Includes directives from LAFCO on boundaries or services.	CA GC 60201 AC 11100	PE	Yes (Finals Only)		X	
Maribeth	Legal	LGL03	Property Owned by the District	Records related to real property. Includes deeds, easements, and similar documents related to property which MWDOC holds or owns.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Maribeth	Legal	LGL04	Legal Opinions	Records related to legal opinions on issues, problems, and policies impacting the organization.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	X
Maribeth	Legal	LGL05	Litigation Files	Records related to threatened or actual litigation or government investigations. Includes subpoenas, pleadings, discovery files, work product, exhibits, final judgments, and court documents.	CA GC 60201, CA CCP 337 AC 11100	CL+5	No			
Maribeth	Legal	LGL06	Subpoenas	Records related to subpoenas received by the District, where MWDOC is a third party. Includes the District's response.	CA GC 60201, AC 11100	CL+2	No			
Maribeth	Legal	LGL07	Fair Political Practices Commission Filings (Form 700s)	Records related to annual conflict of interest filings (Form 700) for Board members, employees, and consultants; assuming/leaving statements; and lobbyist registration.	CA GC 81009(e)(g), AC 11100	7	No			
Maribeth	Legal	LGL08	Contracts & Agreements, Relating to Real Property - Includes RFPs, Final Award / Successful Proposal	Records related to obligations defined in contracts and agreements relating to real property. Includes promissory agreements, contracts for services, purchases and sales, certificates of insurance from vendors, and change orders.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)		X	

RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Maribeth	Legal	LGL09	Contracts & Agreements, Construction - Includes RFPs, Final Award / Successful Proposal	Records related to obligations defined in construction contracts and agreements. Includes promissory agreements, contracts for services, purchases and sales not relating to real property, certificates of insurance from vendors, and change orders.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes - including addendums / amendments	X		
Maribeth	Legal	LGL10	Contracts & Agreements, General	Records related to obligations defined in contracts and agreements. Includes software licenses, promissory agreements, contracts for services, purchases, and sales, certificates of insurance from vendors, and change orders. Excludes construction contracts.	CA GC 60201, CA CCP 337, AC 11100	CL+10	Yes - including addendums / amendments	X		
Maribeth	Legal	LGL11	FPPC Campaign Statements (Forms 460, 470, 501, etc.) - Elected Officials		GC 81009(b)&(g), 60201	PE	No			
Maribeth	Legal	LGL12	FPPC Campaign Statements (Forms 460, 470, 501, etc.) - NOT Elected		GC 81009(b)&(g), 60201	5	No			
Maribeth	Legal	LGL13	FPPC Form 801 (Gift to Agency Report)		2 CCR 18944(c)(3)(G); CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL14	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)		CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL15	FPPC Form 803 (Behested Payment Report)		CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL16	FPPC Form 804 (Agency Report of New Positions)		FPPC Regulation 18734(c); CA GC 81009(e), 60201	PE	No			
Maribeth	Legal	LGL17	FPPC Form 805 (Agency Report of Consultants)		FPPC Regulation 18734(c); CA GC 81009(e), 60201	PE	No			
Maribeth	Legal	LGL18	FPPC Form 806 (Agency Report of Public Official Appointments)		2 CCR 18702.5(b)(3)CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL19	Ethics Training Certificates / Harassment Prevention Training Certificates	Ethics Training Certificates / Harassment Prevention Training Certificates for Board Members and Others	GC 53235.2(b), GC 53237.2(b), AC 11100	5	No			
Maribeth	Legal	LGL20	Claims	Records related to Claims filed against, or by the District	CA GC 60201, CA CCP 337, AC 11100	CL+5	No			
Maribeth	Water Facilities Corporation	WFC01	Water Bonds & Certificates of Participation - Other Documents	Records related to interest-bearing certificates issued by the District to raise revenues. Includes interest & redemption vouchers and Certificates of Participation (COPS). Does not include Official Statement.	CA GC 60201 CA CCP 336, 337.5, AC 11103	CL+10	No			
Maribeth	Water Facilities Corporation	WFC02	Water Bonds & Certificates of Participation - Official Statement	Records including final official statement for Bond or COPS issuance.	CA GC 60201, CA CCP 336, 337.5, AC 11100	CL+10	No			
Maribeth	Water Facilities Corporation	WFC03	Allen McColloch Pipeline Sale to Metropolitan	Records related to the sale of the AMP to Metropolitan. Includes the Sales Proceed Agreement; RPOI distribution to the participants.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
PA	Governmental Affairs	GA01	Federal Legislation	Information regarding House and Senate Bills.		AR	No			
PA	Governmental Affairs	GA02	State Legislation	Information regarding Assembly & State Senate Bills and Ballot Initiatives.		AR	No			
PA	Governmental Affairs	GA03	Legislative Correspondence	Records of correspondence related to State & Federal Legislation, including support & oppose letters and floor alerts.	CA GC 60201, AC 11100	2	No			
PA	Governmental Affairs	GA04	Lobbyist Correspondence	Information regarding lobbyist activities & related correspondence. Does not include FPPC filings/Lobbyist registrations.	CA GC 60201, AC 11100	2	No			
PA	Public Affairs	PA01	Inspection Trips & Events	Records related to District sponsored trips/tours and other events. Includes venue information, invitations, agendas, and final attendee list. Does not include expense or cost reports or other financial information (see Finance section).	CA GC 60201, AC 11100	CL+5	No			

RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
PA	Public Affairs	PA02	Public Relations Information	Records related to preparing public information, brochures describing District activities, and advertising materials that promote District events or programs. Includes samples of promotional items, newspaper clippings and photographs, artwork, videos, news releases and newsletters.	CA GC 60201, AC 11100	4+AR	No			
PA	Public Affairs	PA03	MWDOC Website / Microsites	Records relating to the creation & maintenance of the official MWDOC website.	CA GC 60201, AC 11102	AR	No			
PA	Public Affairs	PA04	Public Complaint Files	Records related to verbal and written public complaints. Including water quality complaints (odor, color, etc.) Includes documentation regarding MWDOC's response. Does not include government and/or legal claims.	CA GC 60201, 40 CFR 122.41(j)(2) & 40 CFR 141.33(b), 22 CCR 66470, AC 11100	CL+5	No			
PA	Public Affairs	PA05	Speeches & Presentations	Records related to the preparation of presentation materials by staff. Includes text of speeches, presentation materials, and computer presentation software files.	CA GC 60201, AC 11102	AR	No			
PA	Public Affairs	PA06	School Program	Includes information from Discovery Science Center, contests, school presentations, and information from other education related events.	CA GC 60201, AC 11100	5+AR	No			
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER01	Program Organization & History	Records relating to the development and administrative functions of WEROC, including Steering Committee & Executive Committee Meeting information & minutes, and Indemnification Agreements.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER02	Emergency Response Plans	Records relating to the Standardized Emergency Management System, National Incident Management System, Hazard Mitigation Plan, and Vulnerability Assessments & Emergency Response Plans. Risk & Resiliency Assessment, Hazard Mitigation Plan.	CA GC 60201, AC 11100	SU+5	No	X		
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER03	Volunteer Information & Training Documentation	Records relating to WEROC volunteers & training. Includes contact information forms and training records.	CA GC 60201, AC 11100	TE+5	No			
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER04	Facilities / Listing of Equipment / Asset Lists	Records related to the Emergency Operations Center. Includes information on maintenance and maps & equipment, including radio systems. Retained for the Useful Life of the Equipment.	CA GC 60201, AC 11100	EX+5	No	X		
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER05	WEROC Member Agencies	Records related to communications, Quarterly Meetings	CA GC 60201, AC 11100	10	No			
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER06	County, State & Federal Emergency Services	Records related to Orange County Emergency Management Organization & Operational Area Executive Board, State of California Office of Emergency Services, Federal Emergency Management Agency, Water/Wastewater Agency Response Network, California Utility Emergency Association, and Infragard.	CA GC 60201, AC 11100	AR	No			

RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER08	Disaster Response	Records containing documentation for individual events that we have responded to, filed by incident. Includes activation records and communications. After action reports.	CA GC 60201, AC 11100	CL + 10	Yes (Finals Only)		X	
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER09	CalWARN	Agreements, communications related to CalWARN (MWDOC agreed to hold them verbally). If agency no longer exists, agreement can be destroyed.		T + AR	Yes (Finals Only)			
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER10	Grant Purchases	Agreements, Equipment lists, grant required documentation		CL + 10	Yes (Finals Only)			
WUE	Water Use Efficiency	WUE01	Conservation & Landscape Programs (Commercial & Residential)	Records related to conservation and landscape programs facilitated by the District to encourage efficient use of water. Includes exchange and rebate programs, turf removal, performance certification and training programs, and surveys.	CA GC 60201, AC 11100	CL of Met Contract + 5	LF - old Droplet new		X	
WUE	Water Use Efficiency	WUE02	Water Use Efficiency Administrative Records	Records related to general WUE program correspondence, Choice Program, and workgroup meeting information.	CA GC 60201, AC 11100	5+AR	No		X	
WUE	Water Use Efficiency	WUE03	Conservation Research Activities	Records related to District research activities in the area of conservation and water use efficiency.	CA GC 60201, AC 11100	10+AR	No		X	
WUE	Water Use Efficiency	WUE04	Grants - Unsuccessful / Unfunded	Applications, research, Grant Information, etc.	CA GC 60201, AC 11100	2+AR	No			
WUE	Water Use Efficiency	WUE05	Grants - Successful / Funded	Applications, Grant Reports, Grant Information, etc.	CA GC 60201, AC 11100	5+AR	Agreement only			
WUE	Water Use Efficiency	WUE06	Water Use Efficiency Plans, Studies and Reports	R3 Studies, etc.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	

Code	Event Name	Description
+	Plus	Some retention periods consist of two or more components; i.e. CL+6 means they should be kept until closed plus 6 years.
AR	After Review	Subject to review to determine if record has continued value.
AU	After Audit	Retain until audit has been performed.
CL	Closed; Completed	Retain until closed or project completion date.
CU	Current Year	A period of time starting after the end of the current calendar year – December 31.
EX	Expiration / end of usefulness	Retain until file has expired or is no longer useful or relevant.
M	Month	Additional retention period of 1 calendar month
PE	Permanent	Record retained Permanently
SA	Sale or Disposal	Retain until item is sold, disposed, demolished or removed from service.
ST	Settlement	Final Settlement or Resolution
SU	Superseded	Record is maintained until made obsolete by the creation or receipt of a newer version.
TE	Termination	Retain until termination or separation from the District

Code	Characteristic Name	Description
V	Vital	A record identified as essential for the continuation or survival of the organization if a disaster strikes. Such records are necessary to re-create the organization's legal and financial status and to determine the rights and obligations of employees, customers, stockholders, and citizens.
H	Historical	The value attributed to a record which preserves documentation on significant historical events including the organization's operations, origin, policies, authorities, functions, and organizations, as well as significant administrative decisions.
C	Confidential	A record requiring protection against unauthorized disclosure, modification, or destruction. A document with restricted access.



CONSENT CALENDAR ITEM

March 20, 2024

TO: Board of Directors

FROM: **Administration & Finance Committee**
(Directors Crane, Thomas, Nederhood)

Harvey De La Torre, General Manager

Staff Contact: Hilary Chumpitazi, Director of Finance/IT
Dave Anderson, IT Analyst II

**SUBJECT: AUTHORIZE CONTRACT FOR INFORMATION TECHNOLOGY (IT)
CONSULTANT FOR IT SUPPORT SERVICES**

STAFF RECOMMENDATION

It is recommended that the Board of Directors: authorize the General Manager to enter into a contract with Systems Management Specialist Data Center ("SMS Data Center"), LLC, to provide IT support, as outlined, in the amount not to exceed \$70,000 for a one-year term with an option to renew (less the startup cost).

COMMITTEE RECOMMENDATION

Committee concurred with staff recommendation.

SUMMARY

Information Technology (IT) has expanded and grown beyond the capability and workload of a single IT staff member. To assist the Director of Finance/Information Technology with oversight, the best alternative is to use the services of an IT consultant to support and co-manage computers, infrastructure, and security.

DETAILED REPORT

In 2023, the Board approved the use of a Managed Service Provider (MSP) to support the IT Department. Since entering into a contract with an MSP nearly a year ago, the District experienced many positive changes such as modernization of the District's firewall, cybersecurity assessment, consolidation of IT-related services, and migration of Microsoft

Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budgeted amount: FY2024-25 \$70,000	Core: <input checked="" type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount: \$70,000		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Exchange to the cloud. Therefore, the use of an MSP to support IT is regarded to be a positive enhancement to District's operations and efficacy.

In August of 2023, a new IT Analyst filled the vacated position by the MWDOC IT Systems Engineer. The selection of a new analyst provided an opportunity to survey the overall position and effectiveness of the IT Department including strengths, weaknesses, and opportunities. The assessment included an evaluation of how the District was using the current MSP, opportunities for improvement and to reduce scope. As the District approached renewal of the existing MSP contract, it was determined it would be best to initiate a Request for Proposal (RFP) process given the reduced scope and District needs.

The RFP process for a new MSP included the following steps:

I. Definition of RFP scope

- **Cybersecurity:** Backup, Business Continuity/Disaster Recovery, network support, patch management, server/network management and monitoring, technical assistance, and vulnerability scanning
- **Governance:** Compliance/Regulation, reporting, Strategic Planning
- **Support:** Break/fix services for critical systems, desktop/staff support when IT Analyst is unavailable
- **Special Projects:** Assist with project management and technical engineering services with special projects, as identified.

II. RFP Distribution

- The RFP was posted to the MWDOC website. In addition, the following vendors were provided courtesy notifications of the process:
 - Vendors who participated in the 2023 MSP process
 - Vendors that are currently in use by partner Orange County water agencies
 - Top vendors as identified through search engine results.
- A process to receive and respond to written RFP questions was established, and all responses were posted to MWDOC website.

III. Proposal Evaluations

- Ten proposals were received from Managed Service Providers
- Phase I (Minimum Requirements) – of the ten proposals received, four did not meet the minimum requirements as identified in the RFP and were not advanced in the process.
- Phase II (Proposal Grading) – Four MWDOC staff were used to grade six proposals. The proposals were independently evaluated and scored on the dimensions of Approach to Work, Team Qualifications and References, and Contract Costs and Terms.
- Phase III (Panel Interview) – As there was a sizable separation between the scores of the fourth and fifth place proposals from phase II, the top four vendors were invited to panel interviews. The panel included three MWDOC staff and one technical expert from OCWD. The panel asked

questions about the proposals, inquired about company and work experience, and asked probing questions about communications, processes, and technologies.

III. Final Selection

- The panel interview team unanimously identified SMS Data Center as the top candidate. SMS Data Center also was the lowest responsive proposer.
- A Non-Disclosure Agreement signed with SMS Data Center, which allowed final contract negotiations after a review of MWDOC infrastructure.
- Reference checks were conducted, and all feedback was positive.

SMS Data Center is prepared to provide 24x7 oversight and support for our network and staff, have a local nearby, and have extensive background in backup, cybersecurity, maintenance/monitoring of systems, and technology planning. They also provided hourly rates if the District elected to contract them for specialty projects beyond the scope of the RFP.

Based on this thorough review and selection process, staff recommended that the Board of Directors authorize the General Manager to enter into a contract with SMS Data Center in the amount not to exceed \$70,000 for a one-year term with an option to renew.

ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

- | | |
|---|--|
| <input checked="" type="checkbox"/> <i>Clarifying MWDOC's mission and role; defining functions and actions.</i> | <input type="checkbox"/> <i>Work with member agencies to develop water supply and demand objectives.</i> |
| <input type="checkbox"/> <i>Balance support for Metropolitan's regional mission and Orange County values and interests.</i> | <input type="checkbox"/> <i>Solicit input and feedback from member agencies.</i> |
| <input type="checkbox"/> <i>Strengthen communications and coordination of messaging.</i> | <input checked="" type="checkbox"/> <i>Invest in workforce development and succession planning.</i> |

BOARD OPTIONS

Option #1: Authorize the General Manager to enter into a contract with SMS Data Center to provide IT support services, in the amount not to exceed \$70,000 for a one-year term with an option to renew (less the start-up cost).

Fiscal Impact: \$70,000 for FY 2024-25, with option to renew (not to exceed five percent annually).

Option #2: Do not authorize the General Manager to enter a contract with SMS Data Center and direct staff how to proceed.

Fiscal Impact: Without additional support for IT, we could have delays with meeting staff requests. Additionally, equipment and processes will take longer creating vulnerabilities and increase costs in the near term. Staff would need to purchase additional software/services for centralized logging, patch management, and device management.



ACTION ITEM

March 20, 2024

TO: Board of Directors

FROM: **Administration & Finance Committee**
(Directors Crane, Thomas, Nederhood)

Harvey De La Torre, General Manager

Staff Contact: Cathy Harris, Director of Human Resources and
Administration

SUBJECT: Approval of Personnel Manual Revisions

STAFF RECOMMENDATION

It is recommended that the Board of Directors: Approve revisions to the Personnel Manual, as presented.

COMMITTEE RECOMMENDATION

The Committee recommended this item advance to the full Board as presented, however it was suggested the Board discuss two changes requested by Director Yoo Schneider. Director Yoo Schneider requested that Reproductive Leave be changed so that the District will provide 5 days of paid leave for a Reproductive Loss Event, and that new employees be allowed to take vacation as it is accrued, rather than waiting six months

SUMMARY

Proposed revisions to the Personnel Manual are being presented for review and approval. The Personnel Manual is reviewed by the Human Resources Team, the General Manager and Labor Counsel. Due to recent laws in effect as of January 1, 2024, updates to the Personnel Manual are necessary and those sections are included in the proposed revisions. In addition, during the review process, there were additional sections that Labor Counsel recommended. Human Resources also made revisions based on consistency with current business practices, clarification, and redundancy.

Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Budgeted amount: NA	Core: <input checked="" type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount: NA		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Attached is the Redlined version of the Personnel Manual for review and consideration. Staff has outlined changes to the Personnel Manual referencing page numbers and title of section. Please note that significant changes to the Personnel Manual are specifically noted however, punctuation, grammar, spelling, etc. are not.

DETAILED REPORT

The following outlines the recommended changes to the Personnel Manual:

Page 3 PURPOSE & MWDOC WORKPLACE GOALS

- Revised language.
- Added language at the beginning of the document to contact Human Resources and removed the redundancy in other sections throughout document.

Page 5 THE MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

- Revised number.

Page 6 SELECTION OF EMPLOYEES

- Revised language for clarification.

Pages 6 & 7 INTRODUCTORY PERIOD

- Revised language for clarification and consistency with current business practice.

Page 7 REGULAR FULL-TIME EMPLOYEES

- Revised language for clarification.

Page 7 REGULAR PART-TIME EMPLOYEES

- Added language for clarification and consistency with business practice.

Page 8 INTERNS

- Revised language for consistency with current business practice.

Page 9 RECORD OF WORK HOURS

- Revised language for clarification and consistency with current business practice.

Page 9 OVERTIME

- Revised language for consistency with current business practice.

Page 11 TELECOMMUTING

- Revised language for consistency with current business practice.

Page 11 PAYROLL DEDUCTIONS

- Revised language for clarification.

Page 11 COMPENSATION AND BENEFITS SURVEYS AND PAY STRUCTURE

- Revised language to be consistent with current practice.

Page 12 ANNUAL MERIT INCREASES

- Revised language for clarification.

Page 12 PERFORMANCE APPRAISAL

- Revised language for consistency with current practice.

Pages 12 & 13 PERFORMANCE CRITERIA AND DEFINITIONS

- Revised to include ratings consistent with current practice.

Pages 16 & 17 EMPLOYEE ASSISTANCE

- Revised language for clarification.

**Page 17 EMPLOYEE RECOGNITION PROGRAMS/SERVICE
AWARDS/EMPLOYEE TEAM EXCELLENCE**

- Revised language for consistency with current business practice.

**Pages 17 to 21 PAID SICK LEAVE/MANDATORY PAID
SICK/LEAVE/REPRODUCTIVE LOSS EVENT LEAVE**

- Revised language in compliance with Healthy Workplace Healthy Family Act (AB1522) and recent mandates.

Pages 22 & 23 LONG-TERM DISABILITY LEAVE

- Revised language to be consistent with current business practice and clarification.

Page 27 MEDICAL CERTIFICATION

- Deleted language for consistency and clarification.

Page 31 MILITARY LEAVE

- This section was moved to the current section.

Page 31 VOTING LEAVE

- Labor Counsel added this section.

**Pages 32 & 33 LEAVES RELATED TO DOMESTIC VIOLENCE, SEXUAL
ASSAULT, OR STALKING/CRIME VICTIMS' LEAVE/LEAVE FOR
ORGAN AND BONE MARROW DONATION/SCHOOL ACTIVITY
LEAVE**

- Labor Counsel added these sections.

Page 34 & 35 KIN CARE LEAVE

- Labor Counsel added this section.

Page 35 PERSONAL LEAVE OF ABSENCE WITHOUT PAY

- Revised language for consistency with business practices and defer to benefits administrator guidelines.

Page 35 & 36 EXECUTIVE LEAVE

- Revised title and language to be consistent with intent of the leave.

Page 37 OTHER LEAVES

- Labor Counsel added language.

Page 38 MILITARY LEAVE

- This section was moved to page 31.

Page 40 MEDICAL DENTAL AND VISION INSURANCE

- Revise language for clarification.
- Deleted language that is addressed elsewhere in appropriate section.

Pages 40 & 41 HEALTH SAVINGS ACCOUNT (HAS)

- Revised language for clarification.

Page 41 LIFE INSURANCE

- Deleted duplicate language and made revision for clarification.

Page 42 10 YEARS OF SERVICE

- Revised language for clarification and reorganized bullet point.

Page 45 RETIREMENT PROGRAMS/MEDICARE COVERAGE

- Added language for clarification regarding participation in Social Security.

Page 45 DEFINED CONTRIBUTION PENSION PLAN

- Deleted repeat language elsewhere in the document.

**Pages 46 & 47 CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM
(CALPERS)**

- Revised language for consistency and deleted language repeated elsewhere in document.

Pages 48 & 49 CELL PHONE ALLOWANCE

- Revised language for clarification.

Page 49 UNIFORMS/TOOLS-FIELD PERSONNEL

- Revised language for clarification and consistency with business practices.

Pages 51 to 53 AUTOMOBILE ALLOWANCES

- Revised language for clarification.

Page 53 MWDOC DIRECTORS/DISABILITY LEAVE

- Revised language for clarification.

**Page 54 WORKERS COMPENSATION (WORK-RELATED ILLNESS OR
INJURY)**

- Revised language for clarification.

- Page 55** **FLEXIBLE BENEFITS SPENDING PLAN/HEALTH SAVINGS ACCOUNT (HSA)/LIFE INSURANCE**
- Revised language for clarification.
- Page 57** **DEFINED CONTRIBUTION PENSION PLAN (401A-MONEY PURCHASE PENSION PLAN)**
- Deleted language.
- Page 58** **MWDOC-MET DIRECTOR BENEFITS/DISABILITY LEAVE /SHORT-TERM DISABILITY LEAVE**
- Deleted language as it is not applicable.
- Pages 60, 62 & 63** **EQUAL OPPORTUNITY EMPLOYMENT & PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT/SEXUAL HARASSMENT**
- Labor Counsel revised.
- Page 66** **GRIEVANCE STEP 4**
- Labor Counsel revised.
- Page 69** **CORRECTIVE ACTIONS**
- Labor Counsel revised.
- Page 70** **DRUG AND ALCOHOL-FREE WORKPLACE/GENERAL PROHIBITION AGAINST USE OR POSSESSION/DRUG & ALCOHOL TESTING**
- Labor counsel revised based on recent law changes.
- Pages 72 & 73** **POST-ACCIDENT TESTING/RETURN TO DUTY TESTING/PROCEDURES FOR DRUG TESTING**
- Labor Counsel revised based on recent law changes.
- Pages 74 & 75** **INTERNET USE/PASSWORDS AND SECURITY MEASURES**
- Added new section addressing internet use and revised language regarding passwords and security measures.
- Page 76** **ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGIES**
- Added new section addressing AI.

ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

- | | |
|--|---|
| <input type="checkbox"/> Clarifying MWDOC's mission and role; defining functions and actions. | <input type="checkbox"/> Work with member agencies to develop water supply and demand objectives. |
| <input type="checkbox"/> Balance support for Metropolitan's regional mission and Orange County values and interests. | <input type="checkbox"/> Solicit input and feedback from member agencies. |
| <input type="checkbox"/> Strengthen communications and coordination of messaging. | <input checked="" type="checkbox"/> Invest in workforce development and succession planning. |

Additional Comments:

BOARD OPTIONS

Option #1: Approve revisions to the Personnel Manual, as presented.
Fiscal Impact: NA

Option #2: Do not approve the proposed revisions, as presented.
Fiscal Impact: NA

List of Attachments/Links:
<p>Attachment 1: Personnel Manual</p> <p>Link 1: Include a list of any links found in the body of the memo here as well. When possible, have the full link written out, use shortened hyperlinks when the URL address is too long. (https://www.mwdoc.com/meetings/board-meetings/)</p>



PERSONNEL MANUAL

Effective date: ~~January 18, 2023~~ March 20, 2024

Table of Contents **TO BE UPDATED when finalized**

1000 INTRODUCTION	1000 - 1600
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1100 PURPOSE & MWDOC WORKPLACE GOALS

This Personnel Manual is intended to provide important information, guidance and insight into the work culture of MWDOC and the policies, benefits and behavioral expectations of the organization. ~~It may not be your most exciting read of the year but it~~ The guidance is essential for ~~you and MWDOC employees~~ to improve and excel. And that is at the heart of MWDOC's workplace goals. In order to maximize value to Orange County, Southern California, our Staff and Directors, the workplace needs to support the professional growth and personal development of everyone in our organization. This requires the commitment of all involved and an emphasis on continuous improvement. It also requires that we respect each other and adhere to fundamental rules of behavior.

If you have any questions, need clarification or additional information on any of the content contained herein, please contact Human Resources.

1200 PERSONNEL MANUAL ORGANIZATION

There is a very diverse set of information, policies and procedures in this manual. They have been organized into four main sections beyond this introductory piece.

- Rules & Definitions (Section 2000)
- Benefits (Section 3000)
- Policies, Protections & Process (Section 4000)
- Behavior & Consequences (Section 5000)

1300 EMPLOYEES AND DIRECTORS

Different portions of this manual apply to Employees, Directors, the General Manager and our associated partners including consultants, contractors and vendors. We have attempted to make the distinctions clear where they exist. For example, the benefits available to MWDOC Directors are distinctly different from those available to MWDOC Employees. In addition, the grievance and corrective action process is different for Employees, the General Manager and Directors. Specifically, grievances against the GM or a Director are made to the President of the Board, Executive Committee or the entire Board of Directors. The Board always retains the authority to discipline itself.

The MWDOC Board of Directors (Board of Directors, Board, Directors Board Members) and the MWDOC Metropolitan Water District Directors (MWDOC-MET Directors) are considered employees and therefore Director compensation is subject to Social Security taxation.

Directors are eligible to participate in a qualifying public retirement system in accordance with IRS guidelines and are eligible for benefits in accordance with applicable statutes and District policies. In addition, Directors are subject to sections in the Personnel Manual related to conduct and decorum. In all other aspects, Directors shall be subject to the laws and regulations as applicable to such officials.

1400 ADMINISTRATIVE CODE & CONTRACTS MANUAL

The Personnel Manual is one of three documents that primarily establishes the rules for MWDOC personnel (outside of local, state, and federal law).

The Administrative Code is the codification of the organization and operation of MWDOC. At its most basic level, the Administrative Code identifies the Board of Directors as the policy setting body which also hires the General Manager. The General Manager is responsible for the Employees and operation of the organization.

Particularly relevant to the Personnel Manual are the Administrative Code sections covering Ethics (Chapter 7). There is significant interplay between Ethics in the Administrative Code and some of the provisions in Sections 4000 and 5000 of the Personnel Manual (i.e., Section 5100 Standards of Conduct, Section 4102 Prohibition Against Discrimination and Harassment, Section 4200 Grievance Procedure, Section 5101 Corrective Actions).

The MWDOC Contracts Manual outlines specific policies and procedures the Board of Directors has adopted relative to contracts and procurements. Those policies and procedures are outlined in the Administrative Code (Sections 8000 through 8004).

1500 LEGAL DISCLAIMERS

This Personnel Manual describes policies as set by the Board of Directors of the Municipal Water District of Orange County. These policies supersede any preceding or contradictory policies except where expressly authorized by the Board. This Manual is not a guarantee, expressed or implied, of continued employment for any specific duration. These policies are intended to be in compliance with applicable law and should be interpreted as such.

MWDOC reserves the right to make changes to this Personnel Manual and to any employment policy, practice, work rule, or benefit, at any time without prior notice. Except as otherwise provided in this Personnel Manual, no one has the authority to make any promise or commitment contrary to what is in this Personnel Manual.

Employees are responsible for knowing about and understanding those changes once they have been disseminated. MWDOC also reserves the right to interpret the provisions of this Manual. For this reason, employees should check with the Human Resources to obtain information regarding specific employment guidelines, practices, policies, or procedures.

In addition, this Personnel Manual is not intended to cover all possible situations that may arise in your employment relationship with MWDOC. This Personnel Manual is the property of MWDOC, and it is intended for the personal use and reference by employees of MWDOC.

This Personnel Manual is designed to help employees get acquainted with MWDOC. It describes some of the basic terms and conditions of employment with MWDOC.

Employees should sign the acknowledgement form at the back of this Personnel Manual, tear it out, and return it to Human Resources. This will provide MWDOC with a record that each employee has received this Personnel Manual.

1600 THE MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC)

The Municipal Water District of Orange County (MWDOC) was formed by Orange County voters in 1951 under the Municipal Water District Act of 1911. Today, MWDOC is Metropolitan Water District of Southern California's (MET's) third largest member agency, providing and managing the imported water supplies used by over 2-million residents in Orange County.

The Municipal Water District of Orange County (MWDOC) is an independent public water agency that serves Orange County's regional imported water wholesaler. Our efforts focus on sound planning and appropriate investments in water supply development, water reliability, water resources management, and water use efficiency, public information, legislative advocacy, water education, and emergency preparedness. MWDOC's service area covers all of Orange County, with the exception of the cities of Anaheim, Fullerton and Santa Ana. We serve Orange County through ~~27~~8 member agencies who in turn provide water to the public.

MWDOC is governed by a seven-member Board of Directors. Each Director is elected by the public to represent a specific portion of Orange County. MWDOC also appoints four representatives to advocate the interests of Orange County on the Metropolitan Board. MWDOC holds key leadership positions on the MET Board of Directors that oversee policy development, finances, strategy and implementation.

The General Manager is directly responsible to the Board of Directors for the administration of policies established by the Board.

2000 RULES & DEFINITIONS

2100-2310

2100 EMPLOYMENT

The Municipal Water District of Orange County is an at-will employer and as such, employment with the District is without a specified term and may be terminated at the will of either the District or the employee, with or without cause and with or without prior notice to the other. Employees of the District are not entitled to due process procedures, hearings, or any so-called Skelly rights related to their employment. This policy of employment at-will can be changed only in a formal written contract signed by the employee and an authorized representative of the Board of Directors. No other representative of the District has any authority to make any agreement contrary to the foregoing.

2101 SELECTION OF EMPLOYEES

All persons considered for employment with the Municipal Water District of Orange County must be qualified to perform the duties of the position for which they are employed. All new ~~Employees, in certain classifications,~~ after receiving a conditional offer of employment, will be required to complete a pre-employment job-related medical examination consistent with business necessity and, based on the safety sensitive nature of their job duties, a pre-employment drug screening before reporting for work. All employees shall be required to affirm Section 3, Article 20, first paragraph of the Oath of Allegiance pursuant to State law.

As required by law, all new employees must provide necessary documentation to prove identity and the right to work in the United States in accordance with federal and state laws. Failure to provide such documentation in a timely manner will result in disqualification from selection and is grounds for immediate termination.

2102 INTRODUCTORY PERIOD

The first six months of employment with the District represents an introductory period during which newly hired employees can demonstrate that they can meet the requirements of their position. This period may be extended upon notice by the supervisor to the employee. This period may also be waived, upon the General Manager's approval, when an employee is converted from temporary or intern status to full-time status. During this period, work habits, performance and attendance will be reviewed by the employee's supervisor and appropriate management staff, and written performance appraisal reports may be completed.

A newly hired employee shall become a regular full-time or part-time employee only upon receipt of written confirmation from the supervisor and appropriate management staff that this introductory period has been satisfactorily completed.

During this review period, an employee is not eligible to take paid vacation time. Employees who successfully complete their introductory period may be eligible for a salary increase, based on performance during the introductory period. This is not automatic and will be reviewed on a case-by-case basis and approved by the General Manager. ~~or receive a~~

~~salary increase unless an adjustment of ranges indicates that the employee's current salary is below the adjusted range.~~ The employee's original date of hire will be the anniversary date for computation of salary and benefits.

Successful completion of this initial six-month evaluation period in no way changes or modifies the employee's at-will status with the District.

2103 REGULAR FULL-TIME EMPLOYEES

An employee who has satisfactorily served the required six-month introductory period, who is regularly scheduled to work at least 32 hours per week in an established position on a regular basis is considered a regular full-time employee. Such employees are eligible for full benefits as provided herein; although, benefits ~~as required by law~~ shall be provided consistent with ~~the~~ requirements of the law.

Regular full-time employees who have worked less-than 40 hours per week (i.e. 32 to 39 hours per week) on a regular basis accrue paid leaves predicated on the number of hours worked and are eligible for holiday pay on a pro-rated basis, only if the holiday falls on a regularly scheduled workday.

No employee hired to work a 40-hour workweek can reduce their work schedule without written approval of the General Manager.

2104 REGULAR PART-TIME EMPLOYEES

An employee who regularly and customarily works less than 32 hours per week is considered a regular part-time employee and is not eligible for any benefits other than those mandated by law. Regular part time employees working 20 hours or more per week (1,000 hours or more in a fiscal year) are enrolled in CalPERS.

2105 TEMPORARY EMPLOYEES

An employee serving in a position in which the requirements of the services performed are of a temporary nature shall be classified as a temporary employee for a period not to exceed twelve months. This classification includes, but is not limited to, personnel employed for seasonal peak workloads, emergency extra workloads, necessary vacation or leave of absence relief, or special investigative study workloads. Temporary employees are not eligible for any benefits other than those mandated by law.

2106 LIMITED-TERM EMPLOYEES

A limited-term employee is an individual who is temporarily employed by entering into an employment contract for a specified period of time as approved by the Board of Directors. Limited-term employees are eligible for benefits as provided for in the employment contract. All limited-term employment contracts and renewals require Board approval.

2107 INTERNS

The District's Internship Program is designed to meet specific limited-term organizational needs while providing meaningful training and work experience for college students pursuing academic studies. The District will recruit and hire interns based on authorized budget expenditures and a specific purpose, program and project in accordance with the District's strategic goals and objectives and in accordance with the intern policy guidelines. Interns may be employed for a period of up to six months after their graduation. Interns are not eligible for benefits except as required by law. An intern's pay rate is established based on the District's classification schedule ~~and in accordance with their level in college~~. Upon completion of one year of employment/service, interns may be eligible for a pay increase based on the recommendation of their supervisor or department head upon the discretionary approval of the General Manager. Interns are not eligible for merit increases on the same basis as regular full-time and part-time employees.

For employees that transition from Part-Time, Temporary, Limited-Term or Intern status to Full-Time, the actual date of hire to Full-Time status will be the anniversary date for computation of leave accruals. Benefits will go into effect in accordance with the policies of the Benefits Administrator.

2200 WORK HOURS, WORKWEEK AND OVERTIME

2201 WORKWEEK

The legal definition of a workweek, as defined pursuant to the Fair Labor Standards Act (FLSA) is any consecutive 168-hour (equivalent to 7 days) period. For purposes of defining the legal workweek, the official workweek for all employees on a standard schedule shall begin at 12:01 a.m. each Monday and end at Midnight the following Sunday.

For all employees working a 9/80 work schedule, their legal workweek shall begin exactly four hours into the 8-hour shift on the day of the week which constitutes their alternating regular day off. 9/80 employees should note that their timesheets will reflect the District's pay period and not the legal workweek for overtime calculations.

2202 REST PERIODS

Employees are allowed rest periods not to exceed 15 minutes during each four consecutive hours of work. The time of each employee's rest period will be determined by the department supervisor. Rest periods shall be considered hours worked but employees shall be relieved of all duties and responsibilities during breaks.

2203 LUNCH PERIODS

Lunch periods are unpaid and shall be staggered to permit the office to remain open during the lunch period. Any employee who works for at least five (5) hours in a ~~work-day~~ workday is required to take a thirty (30) minute lunch within the first five (5) hours of work, and employees who work more than ten (10) hours in one day are eligible for a second meal period. An employee who works less than six (6) total hours in a day may waive such unpaid

meal period. All other employees must take a thirty (30) minute lunch break within the first five (5) hours of the workday. Meal periods shall be duty-free with no restrictions placed on such periods.

2204 RECORD OF WORK HOURS

All employees must record their time worked on a standard electronic time sheet for payroll purposes. Each employee is responsible for the daily recording of all time worked and reported as sick, vacation, etc., and for allocating the hours to the appropriate time codes. Timesheets are to be submitted electronically by 10:00 a.m. every Monday, unless requested earlier. Employees are responsible for reviewing their time records and confirming that their paychecks accurately reflect the actual hours worked.

Supervisors are also responsible for reviewing all time records submitted by subordinates. An employee must report time-sheet or paycheck errors immediately in writing to the Human Resources to the Payroll Department. Any pay correction will be included in the pay period for the time period in which the correction occurred, unless otherwise stated at the time of the correction.

Making any false statement in connection with time or payroll records and continuous errors may result in immediate discharge or other discipline.

2205 OVERTIME

As a governmental agency, the District is obligated to be in compliance with the requirements of the federal Fair Labor Standards Act (FLSA), and it shall be applied to all employees as defined as Exempt and Non-Exempt (See District Salary Schedule). The FLSA does not require overtime to be paid for hours worked over eight in a day. FLSA overtime is required only when the work actually performed exceeds 40 hours in the legal workweek – defined as a consecutive 168 hour period. For employees working a 9/80 work schedule, their workweek shall begin exactly four hours into their eight hour shift on the day of the week which constitutes their alternating regular day off. Contact the Payroll Department Human Resources if you have questions regarding the calculation of overtime. Non-~~e~~Exempt employees can accrue a maximum of 40 hours of compensatory time.

Overtime must be approved by the Supervisor prior to working. However, all overtime hours in excess of the allowable maximum will be paid, regardless of prior approval.

For purposes of defining overtime, employees are identified by the following two categories:

2205.1 Non-exempt employee

Any employee may be directed to work in excess of the regular workday by the General Manager or their supervisor. The District will pay all Non-Exempt employees at the rate of one and a half times the regular rate of pay for all hours physically worked in excess of 40 in a workweek. Because paid leave hours (vacation, holiday, sick leave, bereavement leave,

jury duty, etc.) do not constitute hours actually worked, they will not be included when assessing overall hours in a workweek in the overtime calculation.

Non-exempt employees shall receive cash reimbursement or Compensatory Time Off (CTO) accrual. Maximum total accrued for any eligible employee shall not exceed forty hours.

2205.2 Exempt employee

Exempt employees are not eligible for additional compensation or compensating time off for hours worked in excess of 40 hours in the designated workweek and are required to work the hours necessary to fulfill the responsibilities of the position. Exempt employees are executive, administrative or professional employees and perform office or non-manual work and perform one or more of the exempt duties of an executive, administrative or professional employee, in accordance with the Fair Labor Standards Act guidelines.

Exempt employees shall not be subject to docking of pay for absences of less than a full day, except as provided by law. However, pursuant to District's sick leave policy, sick leave balances will be charged for absences greater than four hours in a work day.

2206 PAYMENT OF OVERTIME IN EVENT OF SEPARATION

In accordance with the Fair Labor Standards Act (FLSA), the use of accrued compensatory time to extend employment when an employee has actually vacated a position due to termination is not considered employment. Therefore, an employee separating from employment with the District who has performed authorized overtime service for which he/she has not been compensated as provided for, shall be paid at the employee's last regular rate of pay for such accrued service or the average regular rate of pay that the employee received during his last three years of employment, whichever is higher.

2207 MAKE-UP TIME

If a Non-Exempt employee needs to take time off for personal reasons and desires to make up the time rather than be docked or have the time charged to the appropriate accumulated leave balance, said employee may make up the time, with the approval of the employee's supervisor, provided said time is made up within the workweek in which the time off was taken and provided that making up such time does not cause the employee to exceed 40 hours in a workweek.

2208 HOLIDAY TIME

An employee may be required to work on a holiday, if approved at the discretion of the General Manager. Any employee working on a District-recognized holiday will be compensated at the employee's hourly rate in addition to any holiday pay he or she may otherwise receive. See the District Holiday policy section.

2209 TELECOMMUTING

Employees may work a hybrid work schedule depending on the suitability of their job. Hybrid work schedule is determined by the General Manager. ~~are required to perform their job responsibilities at the District office unless their job duties require them to perform work at a location outside of the District office. An employee requesting to work from home or another location to perform their normal work duties must seek final approval from the General Manager.~~

2300 PAY PRACTICES

2301 PAYDAYS

District paydays will be every two calendar weeks. Paychecks will be inclusive of pay for all hours in the two preceding calendar weeks. In the event a payday falls on a holiday, the direct deposit or paycheck will be distributed on the day prior to the holiday.

2302 PAYROLL DEDUCTIONS

Payroll deductions are taken from the pay of all employees in compliance with all mandated state and federal laws based on employee's earnings, marital status, and number of exemptions claimed. Payroll deductions also include required pension and health and welfare benefits and employee voluntary contributions. Garnishments will be applied only as required by law. ~~Employees hired after April 1, 1986 are required to contribute to Medicare tax is withheld as mandated and payroll deductions are made accordingly.~~

2303 COMPENSATION AND BENEFITS SURVEYS AND PAY STRUCTURE ADJUSTMENTS

The compensation philosophy guiding the District's decisions related to employee compensation and benefits is that of desiring to provide salary ranges and benefit practices that are competitive with market practices. In conducting compensation surveys, the District establishes its salary ranges by considering the median of the marketplace. In administering benefits surveys, the District considers prevailing and emerging practices related to the District's labor market. This approach has been adopted in an effort to attract and retain the best available staff and continue in its commitment to quality service to the District's member agencies.

Human Resources ~~shall~~ conducts a planned pay structure adjustment survey in ~~November-February~~ of each year of the direct labor market agencies to determine the percentage adjustment to the Pay Structure ranges for the upcoming fiscal year to go into effect July 1.

A comprehensive compensation and benefits survey shall be conducted every three years to evaluate market practices and job grading. Human Resources may conduct interim market analyses for newly established or modified job classifications between the comprehensive annual reviews.

2304 ANNUAL MERIT INCREASES

Merit increases for regular full-time and part-time employees are granted, in part, in proportion to an employee's demonstrated job performance and current placement within the employee's salary range. Supervisors and managers will establish performance standards and communicate these expectations to each of their staff. In addition, supervisors and managers will engage in a discussion with each employee concerning his or her performance during that employee's performance review process.

2305 MERIT GUIDELINES

The amount of each merit increase will be determined, in part, by the performance of the employee, as documented on the Performance Appraisal. The performance review should provide a fair and accurate evaluation of the employee's performance in the preceding fiscal year.

2306 PERFORMANCE APPRAISAL

The purposes of the performance appraisal process is to provide employees with an understanding of personal goals, reasonable standards of performance and ~~timely frequent~~ feedback and communication to facilitate professional ~~improvement~~ development. The emphasis is on growth and improvement with coaching to modify behavior instead of corrective or disciplinary actions. This is a two-way communication process between the employee and supervisor and a collaborative engagement based on past performance but focused on future actions. The performance appraisal can result in the development of Performance Improvement Plans.

Newly hired or promoted employees will be appraised at six months from date of hire for position. Thereafter, employees will have regular check-ins with their manager to discuss goals, objectives, development and performance consisting of a formal mid-year check-in and an end of year check-in (end of fiscal year) ~~performance will be appraised annually during the months of June and July,~~ consistent with the timing of the annual merit increase process. ~~Managers will meet with employees during the year to review the performance appraisal and assess performance and progress. Communication should be frequent and frank.~~

2307 PERFORMANCE CRITERIA AND DEFINITIONS

Performance criteria should be tied to specific employee goals and serve to provide ongoing feedback throughout the fiscal year. While the District reserves the right to modify the performance criteria, an example criteria framework includes:

- ~~1 = Unsatisfactory. Performance is below job requirements and level expected and it appears the employee is either unwilling or unable to perform successfully.~~
- ~~2 = Needs Improvement. Performance meets some, but not all job requirements. Improvement is needed to meet requirements. Employee has potential for successful performance.~~
- ~~3 = Successful. Performance meets job requirements. Overall performance has been at the level expected for the position.~~

~~4 = Exceeds Expectations. Performance consistently meets and frequently exceeds some job requirements.~~

Rating Name	Definition
Exceptional	Consistently delivers outcomes rarely achieved by others. Always exceeds standards. This rating is a special commendation for the employee who offers truly outstanding overall performance.
Exceeds Expectations	Consistently exceeds expected job requirements and frequently surpasses established goals. Delivers outcomes that are superior majority of the time. This rating recognizes overall performance that consistently exceeds standards.
Successful	Consistently achieves expected job requirements and established goals. Employee is a solid contributor to the success of the department/MWDOC agency by completing expected outcomes.
Below Expectations	Meets many, but not all established goals and job requirements. Outcomes are generally less than expected, with improvement required in one or more specific area affecting their performance or behavior.
Unacceptable	Work does not meet job expectations in most, if not all, areas. This is considered a rating where significant improvements are immediately required in overall performance or behavioral areas/soft skills.

2308 MERIT INCREASE PROCEDURES

Merit increases become effective the first full pay period following July 1. Employees, with the exception of the General Manager, with a minimum of six full calendar months of employment with the District may be eligible for merit increase consideration. Merit increases, within the established salary ranges, are not automatic, but will be granted based, in part, upon employee performance and budgetary considerations, as determined by the General Manager.

Merit increases will be granted within the established Salary Range only. If an employee has reached the maximum rate of the Salary Range, the employee's salary shall be frozen (remain unchanged) until such time that the Board of Directors approves a salary range adjustment that would result in the employee's pay rate being less than the range maximum. In the event that the employee is paid at the maximum rate of the salary range any additional compensation that is paid would be at the General Manager's discretion to grant in the form of a lump sum performance payment in accordance with the merit increase guidelines.

2309 PROMOTIONS

A promotion is defined as the movement of an employee from one classification to another classification in a higher salary range, i.e. Administrative Assistant to Senior Administrative Assistant. An employee who is promoted will receive, at the discretion of the General Manager, a promotional salary increase at least to the salary range minimum. The General Manager may, however, grant greater increases.

A promoted employee will be required to serve a six-month review period in the new position; retention of the employee in the promoted classification may be determined at any time during this review period. The six-month review period will have no effect on the timing of the promoted employee's annual salary review for merit consideration or salary range adjustments. If the promoted employee fails this review period, he or she would not have the automatic right to return to his/her former classification, unless there is a vacant position in said former classification. If an employee is returned to his/her former classification, the employee will return to their original pay status in the former classification.

2310 POSITION RECLASSIFICATION

A position reclassification is the change of a position from one salary range to another salary range and will be implemented under the General Manager's authority in the management of the District.

If an employee is in a position that is reclassified to a higher salary range, the employee will maintain his/her current salary rate unless his/her current salary rate is below the minimum salary of the new range, in which case the employee will, at the discretion of the General Manager, be eligible to receive the beginning salary in the new range.

If an employee is in a position that is reclassified to a lower salary range, said employee will be placed at a salary level within the lower range at the discretion of the General Manager.

3000 BENEFITS

3000 - 3706

3100 EMPLOYEE BENEFITS

3101 VACATION

In order to realize the full benefit and purpose of a vacation policy, employees are encouraged to take at least a portion of their annual earned vacation time off each year, in a block of time preferably five consecutive working days. The scheduling of an employee's vacation time or the extension of accrued vacation beyond the designated 12-month accrual period will be at the discretion of the General Manager based on the needs of the District.

3101.1 Accrual Rate

Regular full-time employees working 40 hours per week shall earn vacation time off with pay in accordance with the following schedule. Employees working less than 40 hours a week but more than 32 hours per week, shall accrue vacation on a prorated basis.

Part-time employees who later convert to full-time employees will begin to accrue vacation time beginning on the date of their full-time status. No vacation credit will be earned during any pay period an employee is absent without pay. Regular full-time employees who are temporarily working part-time may accrue vacation leave on a prorated basis, at the District's discretion. When an approved holiday falls within a vacation period, an employee on vacation shall be entitled to the holiday and will not be required to use vacation hours that day.

<u>Years of Service</u>	<u>Hours Earned Biweekly</u>	<u>Yearly Equivalent</u>
Beginning with 1 st Year	3.08	80 Hours
Beginning with 4 th Year	4.62	120 Hours
Beginning with 11 th Year	5.23	136 Hours
Beginning with 15 th Year	6.15	160 hours
Beginning with 20 th Year	6.46	168 hours

3101.2 Accrual Cap

Once an employee's vacation accrual reaches twice his or her yearly annual accrual rate, the employee shall cease being eligible to accrue further vacation until such time as the accrual drops back below that figure. The General Manager maintains discretion to approve the raising of the accrual cap or authorize partial payout of accrued amounts to reduce below the maximum accrual. Unused vacation will be paid out to an employee, or his or her designated beneficiary, at the time he or she separates from employment based on the individual's then-current rate of pay.

3102 HOLIDAYS

All eligible regular full-time employees are granted the following paid holidays (total of 12 days/96 hours). In order to be entitled to holiday pay, an employee must be eligible for full

pay for the scheduled workday both before and after said paid holiday. The following dates are recognized District holidays:

New Year's Day	January 1
Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Eve	December 24
Christmas Day	December 25
One Floating Holiday	Designated by the employee each year

The granting of holiday pay does not guarantee any employee the day off. The General Manager may elect to maintain a minimum staff on any holiday.

(Rev, Board approved-2/15/2023)

3103 HOLIDAYS OCCURRING ON A DATE SCHEDULED OFF

When a paid holiday falls on a Sunday, the following Monday shall be deemed the holiday. When a paid holiday falls on a Saturday, the preceding Friday shall be deemed the paid holiday. When a paid holiday falls on an employee's scheduled day off per the modified work week schedule, the employee will receive eight hours of CTO accrual in lieu of the following day off.

If the floating holiday is not used within the calendar year it will be credited to the employee's CTO or vacation accrual.

3104 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP provides confidential, professional assistance ~~program for use~~ when personal problems affect an employee's life and work. The program provides information, consultation, and counseling for employees, dependents, and domestic partners, as well as ~~offering~~ training and consultation to management.

The EAP encourages employees to use services early in the progression of a problem before situations significantly impact work. This is accomplished by promoting service for "normal problems in living" such as relationships, stress, legal and financial problems, career concerns, anxiety and depression. The EAP also services more serious concerns such as alcohol and drug problems, family violence, and threats of suicide. This benefit is provided for all regular full-time employees. The District pays for the monthly premiums as determined by the Board and in accordance with insurance policy guidelines. ~~The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the~~

~~Board and in accordance with insurance policy guidelines.~~ This benefit goes into effect on the first day of the month following 30 days of service.

~~Please contact Human Resources for additional information.~~

3105 EMPLOYEE RECOGNITION PROGRAMS

3105.1 Service Awards

The Service Award Program is designed to formally recognize all regular full and part-time employees for continuous years of dedicated service with the District. Employees will be ~~formally~~ recognized at completion of five-years of service and at five-year increments thereafter. ~~Upon Following~~ completion of the required years of service, an employee is recognized at either a ~~certificate will be presented to the employee at the Board meeting~~ Board or staff meeting during the employee's anniversary month.

At completion of five years, the employee will be granted one compensation day (8 hours) to be used within the following 12 months. At completion of ten years and every five years thereafter, the employee will be granted two compensation days (16 hours) to be used within the following 12 months. These compensation days will be allocated to CTO ~~or vacation~~ accrual if not used within the 12 month period. Eligible employees will select a gift card of their choice to be purchased by HR, not to exceed the value of \$10 per year of service (i.e., 5 years = \$50, 10 years years = \$100, etc.)

3105.2 Employee/Team Excellence

This program has been established to recognize ~~outstanding~~ District employees, encourage teamwork and acknowledge contributions to the District. The goal is to encourage quality work, continuous improvement, teamwork, efficiency, customer service, and a high level of dedication. The program recognizes that District employees are the source of our strength, reputation, and innovation.

Recipient/s will receive recognition at either a District Staff meeting or Regular Board Meeting ~~by way of an Outstanding Performance Certificate~~ and either a gift card of choice or ~~check~~ up to a maximum of \$200 for individuals, and larger awards to departments or groups, as determined by the General Manager. Based upon the act or accomplishment, the General Manager may grant a special award of up to \$1,000.

Award amounts over \$25 are taxable in accordance with IRS guidelines.

3200 LEAVE PROVISIONS

3201 PAID SICK LEAVE

Paid sick leave is granted as a benefit to eligible regular, full-time employees to be used for illness or injury; the employee or a family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the employee is a victim of domestic violence, sexual assault or stalking. It is not to be used as vacation or an earned

right to time off from work. Eligible employees begin immediately accruing leave at the start of employment and are entitled to use this sick leave following completion of thirty days of employment.-

Employees on sick leave will be paid from their accumulated sick leave hours. After employees have exhausted five days or 40 hours of sick leave per year, for any absences of five working days or more, a request for leave and/or a medical certification, stating expected date of return, must be submitted to Human Resources. Upon return to work, a written doctor's release must be submitted to Human Resources. Sick leave may also be used to attend to the illness or injury, or due to medical and dental office appointments, of an employee's immediate family member. For purposes of this section, immediate family member shall mean the employee's spouse, child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), parent (a biological, adoptive or foster parent, stepparent, parent-in-law, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), registered domestic partner or any family member with whom the employee resides, biological or foster children, stepchildren and stepparents, legal wards and guardians, children of domestic partners, siblings, parent-in-law, and grandparents, and a designated person which is a person identified by the employee at the time the employee requests paid sick days. Additionally, sick leave may be used for an employee who is a victim of domestic violence, sexual assault or stalking.

3201.1 Method of Accrual

Regular, eligible full-time employees working 40 hours per week shall accrue 3.69 hours (equivalent to 96 hours per year) of sick leave with pay for each biweekly pay period of service. ~~Eligible employees working less than 40 hours per week shall accrue sick leave on a prorated basis, but shall accrue at least 24 hours of sick leave by the 120th calendar day of employment and 40 hours by the 200th calendar day of employment.~~ An employee on leave of absence without pay shall earn no sick leave during the absence without pay. Employees on a leave of absence and or temporarily working part-time due to a medical disability shall accrue sick leave on a prorated basis, based on the number of hours actually worked (see section under Disability for clarification of use while on disability leave). Employees are required to allocate the number of hours to sick time accordingly on their electronic time sheet.

3201.2 Maximum Accrual

A maximum of 488 hours of sick leave may be accumulated. Any non-exempt employee accumulating sick leave in excess of 488 hours will be cashed out for those excess sick leave hours on the first check of each September at the rate expressed in the chart below; thereafter, the employee's leave accrual will be reduced down to the 488 hour maximum. Exempt employees, on the other hand, will have their sick leave accrual capped at 488 hours, and will cease to be eligible for sick leave accrual until such time as their sick leave accrual drops back below 488 hours. Employees will not be paid for any accrued but unused sick leave upon termination of employment.

Hours of sick leave used in preceding 12 months excess from July 1 to June 30

Cash out of hours in of 488

0 hours sick leave	50%
8 hours of sick leave	33.33%
9-32 hours of sick leave	25%
33-64 hours of sick leave	8.33%
65 or more hours of sick leave	0%

3201.3 Partial Day Absence

Exempt employees shall be required to use sick leave to cover any absence of four hours or greater on a regular work day. Non-Exempt employees shall use sick leave to cover any absence ~~in~~ in one-half hour increments. Upon request, the employee may utilize paid vacation time in lieu of sick leave, at the discretionary approval of the District.

3202 MANDATORY PAID SICK LEAVE

Employees who are not otherwise provided paid sick leave are entitled to sick leave ~~as pursuant to Section 3201 are entitled to paid sick leave by the Healthy Workplaces/Healthy Families Act (required by the Healthy Workplaces/Healthy Families Act of 2014 ("HWHF").") Paid Sick Leave. Any non-exempt employee not otherwise provided paid sick leave pursuant to the District's policy or practice shall be entitled to paid sick leave pursuant to this policy,~~ as follows:

~~An employee qualifies to accrue paid sick leave under this policy upon the start of the employee's employment. An employee shall be entitled to use any accrued and available paid sick leave as of the 90th day of employment. Eligible employees shall accrue paid sick leave at the rate of one hour for every 30 hours worked, not to exceed six days (48 hours). Once the employee accrues six days of sick leave, accrual will cease until the employee uses leave and brings his or her accrual balance below six days. Accrued but unused sick leave shall carry over year to year. Upon hire and then at the beginning of each calendar year thereafter, the District will provide each eligible employee with five (5) days or 40 hours of paid sick leave. Paid sick leave hours reset on an annual basis on January 1st of each year. -Unused paid sick leave does not carry over from one calendar year into the next, and will therefore expire at the end of the 12 month period. Paid sick days are paid at the non--exempt employees' normal rate of pay earned during regular work hours. Employees are not entitled to any pay out of sick leave accrual upon separation from employment,; although if an employee is re-hired within a year, the previously accrued but unused sick leave will be reinstated.~~

Leave may be used for any purpose where sick leave is otherwise typically used at the District, including but not limited to the diagnosis, care, or treatment of an existing health condition of, or preventive care for the employee or the employee's family member. An employee who is a victim of domestic violence, sexual assault, or stalking, may also use this leave to: (1) attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare

of the victim or his or her child; (2) seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; (3) obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; (4) obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or (5) participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

A "family member" for the purposes of this policy is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling, a designated person which is a person identified by the employee at the time the employee requests paid sick days.

The District reserves the right to require further documentation depending on the qualifying reason the employee is requesting leave under this policy.

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

3203 BEREAVEMENT LEAVE

In the event of a death of a member of an employee's immediate family, employees are eligible to take up to five days under this policy. Five days will be paid time off.

"Employee" in this instance, means a person employed by the District for at least 30 days prior to the commencement of the leave. Employees are to allocate the number of hours to Bereavement Leave accordingly on their electronic time sheet.

The District may require documentation to support the leave.

For purposes of this policy, a family member is defined as a spouse, registered domestic partner, child, ~~step-child~~ stepchild, parent, ~~step-parent~~ stepparent, brother, sister, step- brother, step-sister, grandparent, grandchild, father-in-law, or mother-in-law, or any family member with whom the employee resides, foster children, legal wards and guardians, children of domestic partners.

3204 REPRODUCTIVE LOSS EVENT LEAVE-

All employees who have been employed by the District for at least 30 days are entitled to an unpaid leave of absence up to five (5) days in total following a reproductive loss event. -Such leave must be taken within three (3) months of the reproductive loss event.- If an employee experiences more than one reproductive loss event within a 12-month period, the District will

grant the employee a cumulative total of up to of 20 (twenty) unpaid days of leave; subject to the limitation that each unpaid leave of absence shall not exceed five (5) days.

A reproductive loss event is defined as: failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. If the employee would have been recognized as a parent if the aforementioned events were successful, the employee will be covered under this definition. This includes the employee, the employee's current spouse or domestic partner, or another individual if the person would have been a parent of a child as a result of the event.

The leave of absence following a reproductive loss event is unpaid, though an employee may elect to utilize any accrued and available paid sick leave, vacation, personal leave, or compensatory time off that is otherwise available to the employee.

32045 SERIOUS FAMILY ILLNESS LEAVE

Following completion of 30 days of employment, regular full-time employees are eligible to take up to four days with pay per fiscal year for serious family illness to attend the birth of an employee's child, operation of an immediate family member, to attend to the serious illness or injury of an immediate family member, or where death of an immediate family member appears imminent. Immediate family includes those mentioned in the Bereavement Leave policy above. This form of leave does not extend the leave period provided under the family leave laws. Employees are to allocate the number of hours to Serious Family Illness Leave accordingly on their electronic time sheet.

32056 JURY OR WITNESS DUTY LEAVE

Jury Duty is considered an excused absence. Any regular, full-time employee of the District who is called or required to serve as a trial juror or witness will be excused from work during the period of such service or while present in court as a result of such a call. Eligible full-time employees required to serve as jurors are granted jury duty leave with pay, less any fees paid to them by the court, except mileage up to a maximum period of thirty (30) working days. Employees serving on a jury exceeding the thirty (30) day period shall do so without pay. This benefit is effective immediately upon employment. An employee serving jury duty must obtain an attendance slip from the court and submit it to the accounting department in order to be eligible for pay for those hours. Employees are to allocate the number of hours to Jury Duty Leave accordingly on their electronic time sheet. Any employee relieved from jury duty after less than 3 hours shall report to work unless impracticable because of travel time. If the employee is unable to return to work, time will be taken as unpaid, or vacation or compensatory time.

An employee who is subpoenaed to appear in court in a matter regarding an event or transaction which he or she perceived or investigated in the course of his or her job duties will do so without loss of compensation. An employee will not be paid to appear in court in a matter unrelated to his/her duties or in a matter initiated by the employee.

32067 DISABILITY LEAVE

32067.1 Short-Term Disability Leave

The District participates in the State of California, Employment Development Department (EDD) Disability Insurance program. Workers who suffer a loss of wages when they are unable to work due to a non-work-related illness or injury, pregnancy or childbirth, may be eligible for disability insurance benefits. Generally, the program goes into effect on the eighth day of disability (since SDI requires a seven-day waiting period) up to a maximum of 52 weeks (as determined by EDD) based on the requirements of the Plan. Visit <http://edd.ca.gov/> for complete program details, eligibility, weekly benefit amount, exclusions, etc.

The weekly and maximum benefit amounts are based on the wages paid during a specific 12--month base period, which is determined based on the date the claim begins. Use of sick leave accruals may be coordinated with the SDI benefit to make up the difference between disability benefits and an employee's regular pay. In cases where there is not sufficient sick leave to make up the difference, an employee may elect to use vacation and/or compensatory time off to supplement the difference. The program is administered by the EDD, and employees should seek clarification as to eligibility and scope of benefits from the EDD. EDD guidelines and rulings supersede any statement made herein.

32067.2 Long-Term Disability leave

Long term disability insurance (LTD) is an insurance policy that provides partial income replacement in the event that an employee is unable to work due to illness, injury, or accident for an extended period of time. All regular, full-time employees are eligible for long-term disability insurance per the terms of the insurance policy in force. See Human Resources for a complete outline of coverage, exclusions, and policy information. ~~An employee receiving long-term disability benefits may elect to apply accrued earned leave time to make up the difference between disability benefits received and the employee's regular salary~~

32067.3 Employee Filing Requirements

It is the employee's responsibility to file for disability insurance benefits as soon as possible in order to eliminate undue delay in ~~the~~ receipt of their disability pay. See Human Resources on where to obtain the appropriate forms.

32067.4 Verification of Disability

Employees are required to provide Human Resources with a certification of disability from a licensed physician within fifteen days of the District's request for such certification. The employee may be asked to provide re-certifications as allowed by law.

32067.5 Employee Benefits While on Disability Leave

Employees on an authorized medical leave of absence without pay may continue disability, health, and life insurance coverage for a period in which the leave is protected by law, during which time the employee will continue to pay ~~his or her~~ their portion of the benefits premium. Where the leave is not protected by law, the employee may continue, if eligible, and in accordance with the benefit administrator's guidelines, such coverage upon the District's approval for a period of no more than four months, during which time the employee will continue to pay his or her portion of the benefits premium.

The employee's failure to pay his or her portion of the benefit premium may subject the employee to loss of coverage. Upon return to work, the employee will become eligible to have coverage reinstated in accordance with the terms of agreement with the carriers then in effect.

An employee on disability leave without pay from the District will not be eligible to accrue vacation or sick leave and shall not be eligible for any paid leaves or pension plan contributions. An employee on paid leave will accrue vacation and sick leave based on the number of hours being paid.

32078 FAMILY/MEDICAL LEAVE OF ABSENCE (FMLA/CFRA) CALIFORNIA & FEDERAL FAMILY MEDICAL LEAVE

In accordance with the Federal Family and Medical Leave Act ("FMLA"), the FMLA's Service member leave provisions ("Service member FMLA"), and the California Family Rights Act ("CFRA"), the District has adopted the following policy regarding the rights and responsibilities of employees absent for a family leave purpose. This policy shall supersede the provisions of any District policy, practice, rule or procedure to the extent that such policy, practice, rule or procedure is in conflict or inconsistent with this policy.

32078.1 Qualifying Reasons for Leave and Eligibility-

FMLA LEAVE

In accordance with the FMLA, Service member FMLA and this Policy, the District shall provide up to twelve (12) work weeks of FMLA leave to any "eligible employee" who requests leave for any of the following purposes:

- The birth or adoption of a child by the employee or placement of a child in foster care with the employee (all family leave taken for one of these purposes must be concluded within one year of the event);
- To care for a child, parent, or spouse of the employee who has a serious health condition;
- For an employee's own serious health condition which makes the employee unable to perform the essential functions of the employee's position, including incapacity due to pregnancy and for prenatal medical care; or
- For the care of a covered family member's injuries or qualifying exigencies stemming from qualifying service in the Armed Forces as provided for under the Service member FMLA's provisions.
- Up to 26 weeks, (1,040 hours) in a rolling year of leave is permitted for:
 - Care of an employee's spouse, child, parent, or next of kin who is a covered service member with a serious illness or injury.

An employee is eligible for FMLA leave if the employee:

- Has been employed by the District for at least 12 months.

- Has worked for at least 1,250 hours during the 12-month period immediately preceding the leave.
- Is employed at a worksite that has 50 or more employees within 75 miles

CFRA LEAVE

In accordance with the CFRA and this Policy, the District shall provide up to twelve (12) work weeks of CFRA leave to any “eligible employee” who requests leave for any of the following purposes:

- The birth or adoption of a child by the employee or placement of a child in foster care with the employee (all family leave taken for one of these purposes must be concluded within one year of the event);
- To care for a child, parent, parent-in-law, spouse, registered domestic partner, or designated person of the employee who has a serious health condition;
- For an employee’s own serious health condition which makes the employee unable to perform the essential functions of the employee’s position; or
- Leave because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee’s spouse, domestic partner, child, or parent in the Armed Forces of the United States.
- For purposes of this policy, a designated person, means any individual related by blood or whose association with the employee is the equivalent of a family relationship. A designated person may be identified by the employee at the time the employee requests paid sick days.

An employee is eligible for CFRA leave if the employee:

- Has been employed by the District for at least 12 months.
- Has worked for at least 1,250 hours during the 12-month period immediately preceding the leave.

32078.2 Special Rules for Pregnancy Disability Leave

The right to take CFRA/FMLA leave is separate and distinct from the right to take a pregnancy disability leave. In other words, leave taken by an employee disabled by pregnancy, childbirth or related medical conditions is not family leave under the CFRA, even though it may be FMLA leave.

In light of the above, the District may require that pregnancy disability and FMLA leave run concurrently (hereinafter “pregnancy disability/FMLA leave”), but CFRA leave can never run concurrently with a pregnancy disability leave. This means that, at the end of the employee’s period(s) of pregnancy disability or pregnancy disability/FMLA leave, whichever occurs first, a CFRA eligible employee may take up to 12 workweeks of CFRA leave due to the birth of ~~her~~a child or for other family leave purposes.

Where an employee has exhausted ~~her~~ entitlement to pregnancy disability/FMLA leave prior to the birth of ~~her~~a child, and ~~her~~the health care provider certifies that continued leave is

medically necessary, the District may, but is not required to, allow the employee to utilize CFRA leave prior to the birth of ~~her a~~ child.

The maximum combined leave entitlement for pregnancy disability, FMLA and CFRA leave for the birth of a child is four months and 12 workweeks. This assumes that the employee has exhausted all four months of pregnancy disability leave; ~~and she~~ exhausted ~~her~~ entitlement to up to 12 weeks of FMLA leave during the period of pregnancy disability leave; and the employee requested and was eligible for a 12 week CFRA leave following the child's birth. ~~of her child.~~

~~For more information regarding rights to pregnancy disability leave contact the Human Resources Department.~~

32078.3 Special Rules Regarding Employment of Spouses

If both employees work for the District and are required to take leave pursuant to FMLA, their combined leave entitlement shall be limited to twelve (12) workweeks in a 12-month period.

If both employees work for the District and are required to take leave pursuant to CFRA, each employee is entitled to twelve (12) workweeks of CFRA bonding leave.

32078.4 Calculating the 12-month Period

For the purpose of this Policy, "12-month period" shall mean a 12-month period measured backward from the date employee first uses family leave. The District uses a "backward rolling" calculation.

32078.5 Notice Requirements

The employee, or a representative for the employee (e.g., spouse, adult family member, or other responsible party), must notify Human Resources, preferably in writing, as soon as it becomes apparent that the employee will be needing leave for a family leave purpose.

Employees must provide at least 30 calendar days advance notice before leave is to begin if the need for leave is foreseeable, or notice as soon as practicable under the circumstances.

The employee must consult with ~~his or her~~ their supervisor regarding the need for a leave and must make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption of District operations. Actual scheduling is, however, subject to the approval of the patient's health care provider.

Failure to comply with these notice requirements is grounds for, and may result in, deferral of the requested leave until the employee complies with these provisions. However, the District shall not deny a leave, the need for which is an emergency or is otherwise unforeseeable, on the basis that the employee did not provide advance notice of the need for the leave.

Where leave is requested on the basis of a serious health condition affecting an employee's family member, the District may require evidence of the family relationship.

32078.6 District Determination and Notification

It is up to the District to designate leave, paid or unpaid, as CFRA or CFRA/FMLA leave based on information provided by the employee or the employee's representative.

In the event that the District determines that a leave of absence is for a FMLA/CFRA family leave purpose, the District shall, within two business days, if feasible, notify the employee in writing of its determination that the leave constitutes FMLA or CFRA leave.

Where CFRA leave is running separate and apart from FMLA leave (such as following a pregnancy disability/FMLA leave), the District shall respond to the leave request as soon as possible and, in any event, no later than 10 calendar days after receiving the request. Once given, approval of CFRA leave shall be deemed retroactive to the first day of the leave.

The District's written notice to the employee shall, among other things:

- Specify the obligations of the employee while on family leave and explain the consequences of a failure to meet these obligations;
- Provide notice to the employee in the event that a period of paid leave is to be counted as family leave;
- Provide notice to the employee in the event that the District requires paid leave to be substituted for unpaid leave.

Where the employee fails to provide sufficient information until after the leave commenced, the District may make a preliminary determination that the employee's absence is for a family leave purpose, subject to later confirmation by medical certification.

If either the District or the employee designate an absence as family leave after the leave of absence has begun, such as when an employee advises the District during the leave of absence or after his/her return to work that the entire leave of absence or any part of it was for a family leave purpose, that portion of the leave period which was for a family leave purpose may be retroactively counted as family leave.

If the employee fails to advise the District that a leave of absence was for a family leave purpose either before, during or within two days after he/she returns to work, the employee will not be able to assert the protections of the family leave laws for the leave of absence.

Any dispute between the District and an employee as to whether paid leave qualifies as family leave should be resolved through discussions between the employee and Human Resources.

32087.87 Medical Certification

An employee's request for leave due to a serious health condition affecting the employee or the employee's child, parent or spouse must be supported by a medical certification issued by the health care provider of the individual requiring care.

For leave to care for the employee's child, parent, or spouse, this certification need not identify the serious health condition involved, but shall contain:

- The date, if known, on which the serious health condition commenced;
- The probable duration of the condition;
- An estimate of the amount of time which the health care provider believes the employee needs to care for the child, parent or spouse; and
- A statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent or spouse.

For leave to care for the employee's own serious health condition, this certification ~~need not, but may, at the employee's option, identify the serious health condition involved.~~ It shall contain:

- The date, if known, on which the serious health condition commenced;
- The probable duration of the condition; and
- A statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of his or her position.

This type of medical certification is not required where leave is requested for the birth, adoption or placement of a child in foster care with the employee.

Medical certification must be provided within 15 calendar days of the District's request and generally prior to the commencement of a foreseeable leave of absence, unless it is not practicable to do so despite the employee's diligent, good faith efforts to do so.

With regard to leave due to the employee's own serious health condition:

- Where the District has reason to doubt the validity of the employee's medical certification, the District may require, at the District's expense, that the employee obtain a second medical opinion from a health care provider designated by the District and who is not regularly used by the District; and
- Where the second opinion differs from the first, the District may require that the employee obtain a third and binding medical opinion, again at the District's expense, from a health care provider designated or approved jointly by the District and the employee.

The District may require recertification only where additional leave is requested.

The District may also require certification at the time the employee seeks reinstatement from family leave due to the employee's own serious health condition that the employee is fit for duty and able to return to work.

32078.8 Minimum Period of Leave

Leave may be taken in one or more periods and does not have to cover a continuous period of time.

Where leave is taken due to the serious health condition of the employee or his/her parent, child or spouse, the minimum leave increment shall be the shortest period of time the District's payroll system uses to account for absences or use of leave.

Where CFRA leave is running separate and apart from FMLA leave (such as CFRA leave following pregnancy disability/FMLA leave), the minimum duration for leave taken in connection with the birth, adoption or foster care placement of a child is two weeks, except that the District shall grant a request for CFRA leave of less than two weeks on any two occasions during the one year period following the birth or placement of the child with the employee.

32078.9 Substitution of Leave

The District may require that sick leave be used to provide pay during any period of otherwise unpaid family leave due to the employee's own serious health condition. Sick leave may also be used in connection with family leave taken for other purposes in accordance with applicable District Policy (ies), California Labor Code section 233, and upon the mutual agreement of the District and the employee. The District may require that vacation and other accrued time off (other than sick leave and compensatory time off) be used for any family leave qualifying event other than pregnancy disability leave. Where pregnancy disability leave and FMLA leave are running concurrently, accrued vacation or compensatory time may be used at the employee's option. CFRA and FMLA leave may also run concurrently with a leave of absence covered by workers' compensation or temporary disability. Upon reinstatement, all employee benefits will be resumed without any new qualification period, physical examination or exclusion of preexisting conditions.

32078.10 Reinstatement

Where a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated to the same or a comparable position by the date agreed upon. If the reinstatement date differs from the District's and employee's original agreement, the employee will be reinstated to the same or a comparable position within two business days, where feasible, after the employee notifies the District of his or her readiness to return. The employee's use of family leave may not result in the loss of any employment benefit that the employee earned or was entitled to before going on family leave. Upon reinstatement, all employee benefits will be resumed without any new qualification period, physical examination or exclusion of preexisting conditions.

32078.11 Denial of Reinstatement

An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during family leave. For example, if an employee is laid off while on family leave, the District's responsibility to maintain group health plan benefits and reinstate the employee ceases at the time the employee is laid off.

The District may also deny reinstatement to:

- An employee who gives notice that he or she no longer desires to return to employment with the District;
- An employee who fails to provide certification that he or she is fit for duty and able to return to work after taking family leave based on the employee's own serious health condition; or

32098 SERVICEMEMBERSERVICE MEMBER FAMILY & MEDICAL LEAVE

The federal Family and Medical Leave Act (FMLA) entitles eligible employees to take leave for a covered family member's service in the Armed Forces. This Policy supplements our FMLA Policy and provides general notice of employee rights to this leave. Except as stated below, such rights and obligations for Service member FMLA are governed by our existing FMLA Policy. Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

32089.1 Entitlement to Service member FMLA

Service member FMLA provides eligible employees unpaid leave for any one, or combination, of the following reasons:

- A 'Qualifying Exigency' arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan: or
- To care for a covered family member who has incurred an injury or illness while in the Armed Forces provided that such injury or illness renders the family member medically unfit to perform duties of the member's office, grade, rank or rating and is certified by the service member's health care provider.

32089.2 Duration of Service member FMLA

(1) When leave is due because of a 'Qualified Exigency' concerning the military duty of a family member: an eligible employee may take up to 12 workweeks of leave during any 12-month period. (2) When leave is to care for an injured or ill service member: an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 workweeks in a single 12-month period. (3) Where spouses are both employed by the District, they may take up to, in aggregate, 26 workweeks of service member FMLA, provided that any portion of the aggregate leave that is not for care of a family service member does not exceed 12 workweeks.

32089.3 Notice of Intent to take Service member FMLA

In any case where it is foreseeable that an employee will need service member FMLA, that employee must provide notice of his or her intent to take leave as soon as reasonably possible and provide certification of either the 'qualified exigency' or family service member's need for care as soon as practicable.

320910 PREGNANCY DISABILITY LEAVE

Any employee who is disabled by pregnancy, childbirth, or related conditions may take a Pregnancy-Related Disability leave for the period of actual disability of up to four months, in

addition to any family care or medical leave to which the employee may be entitled. Pregnancy-Related Disability Leaves may be taken intermittently, or on a reduced-hours schedule, as medically necessary.

Moreover, an employee is entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions if ~~she so request~~eds and provides the District with medical certification from ~~her~~their health care provider. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less hazardous or strenuous duties if ~~she so request~~eds, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

320910.1 Substitution of Paid Leave for Pregnancy-Related Disability

Leave

An employee taking Pregnancy-Related Disability Leave must substitute any available sick pay for ~~her~~ leave and may, ~~at her option~~, substitute any accrued vacation time. ~~for her leave~~. The substitution of paid leave for Pregnancy-Related Disability Leave does not extend the total duration of the leave to which an employee is entitled.

320910.2 Leave's Effect on Benefits

During a Pregnancy-Related Disability Leave, the District will continue to pay for the employee's participation in the District's group health plans, to the same extent and under the same terms and conditions as would apply had the employee continued in employment continuously for the leave period.

Thus, the employee must continue to pay their ~~his or her~~ share of the health plan premiums during the leave. If paid sick leave is substituted for any portion of the leave that is unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with the District for the payment of such premiums.

The District may recover from ~~the employee~~, the premiums that the District paid to maintain coverage for the employee under the group health plan if the employee fails to return from leave after the period of leave has expired and the employee's failure to return is for a reason other than: (i) the employee is taking (i.e., has transitioned over to) leave under the California Family Rights Act, unless the employee chooses not to return after the CFRA leave, in which case the District can recover such premiums; (ii) the continuation, recurrence, or onset of a health condition that entitles the employee to Pregnancy-Related Disability Leave, unless the employee chooses not to return after the Pregnancy-Related Disability Leave, in which case the District can recover such premiums; (iii) non-pregnancy related medical conditions requiring further leave, unless the employee chooses not to return to work following the leave, in which case the District can recover such premiums, or (iv) other circumstances beyond the employee's control.

It is the District's policy that, similar to other unpaid leaves, during any unpaid portion of a Pregnancy-Disability Leave, employees will accrue employment benefits, such as sick leave

and vacation leave, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Employee benefits may be continued during the unpaid portion of the Pregnancy- Disability Leave according to the provisions of the District's various employee benefit plans.

320910.3 Return to Work Certification

Consistent with the District's practice for other employees returning from a disability leave for reasons other than pregnancy, the District requires that an employee returning from Pregnancy-Related Disability Leave provide a release to return to work from their healthcare provider stating ~~she~~ they is-are able to resume their original job or duties.

320910.4 Leave's Effect on Reinstatement

Employees returning from Pregnancy-Related Disability Leave generally are entitled to be reinstated in the same position, subject to certain conditions, and consistent with applicable law.

3211 MILITARY LEAVE

Military leave shall be granted in accordance with State and Federal law.

3213.1 Active Service

An employee who is engaged in military duty ordered for purposes of active military training or encampment is entitled to military leave with pay for up to 30 days per calendar year.

3213.2 Inactive Service

An employee who is required to attend scheduled service drill periods or perform other inactive duty reserve obligations is entitled to military leave without pay, not to exceed 180 calendar days per year. Such employee may, at his or her option, elect to use accrued vacation or compensatory time to attend the scheduled reserve drill periods or to perform other inactive drill period obligations.

3212 VOTING LEAVE

The District encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to reach a polling place during their non-working hours, the District will grant reasonable time off with pay to vote, up to two hours, in any general or direct primary or presidential primary election, in accordance with Elections Code section 14000 et seq.

Employees must request time off to vote from their immediate supervisors prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

3213 LEAVES RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

The District will provide time off to an employee who has been the victim of domestic violence, sexual assault or stalking to seek any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child. This includes time off for court proceedings, services from a domestic violence shelter, program or rape crisis center, counseling, medical attention, and participation in safety planning programs. The District requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within 15 days of the absence, provide the District with certification of the need for the leave such as a police report, court order, documentation from a healthcare provider, victims advocate, or counselor.

Employees eligible for paid sick leave benefits under California law may take any such available paid time off, consistent with such law, for the purposes set forth in this policy. For more information, please see the sick leave policy. In the event paid sick leave benefits are not available, employees taking leave under this policy may elect to apply accrued and unused vacation to such time. Unless an employee elects to utilize their accrued time off, leave taken pursuant to this policy shall be unpaid.

The District prohibits discrimination, discharge, or retaliation against an employee for taking time off or requesting an accommodation under this policy, or based on the employee's status as a victim of domestic violence, sexual assault, and/or stalking.

3214 CRIME VICTIMS' LEAVE

The District will provide time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. The District requires that where feasible, in advance of taking leave, the employee provide a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide the District with a copy of the notice within a reasonable time.

No employee who is absent from work pursuant to this provision will be discharged or otherwise discriminated against in compensation or other terms, conditions or privileges of employment, because of such absence. Such leave is unpaid. Employees taking leave under this policy may elect to apply vacation time to such leave.

3215 LEAVE FOR ORGAN AND BONE MARROW DONATION

The District will grant an employee the following leaves of absence:

- Bone Marrow Donation: A paid leave of absence of up to five business days in any one-year period for the purpose of donating the employee's bone marrow to another person.
- Organ Donation:

- A paid leave of absence of up to 30 business days in any one-year period for the purpose of the employee donating the employee's organ to another person.
- An additional unpaid leave of absence, not exceeding 30 business days in a one-year period, for the purpose of the employee donating the employee's organ to another person.

Leaves of absence under this policy are unpaid unless an employee utilizes their accrued time off, such as earned and unused sick or vacation time. If an employee decides to utilize their accrued time off, the employee is required to first use up to five days of such paid sick or vacation time for a bone marrow donation and up to two weeks of sick or vacation time for organ donation.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification to the District that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation, annual leave, or seniority. During any leave taken under this policy, the District will maintain and pay for coverage under any group health plan, for the full duration of this leave.

Leave provided under this policy may be taken in one or more periods. Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Upon expiration of a leave of absence authorized by this policy, the District will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. The District may decline to restore an employee because of reasons unrelated to the employee's exercise of rights under this policy.

3216 School Activity Leave

An employee is eligible to take School Activity Leave (SAL) if the employee:

- Is the parent or guardian of a student;
- Is the parent, guardian, or custodial grandparent of a child in kindergarten, grade school, or licensed day care.

"Parent" for purposes of this policy, means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to, a child.

Qualification For Leave:

To qualify for this leave, an employee must be a parent and:

- Find, enroll, or reenroll their child in a school or with a licensed childcare provider;
- Participate in activities of the school or licensed childcare provider of their child;

- Address a childcare provider or school emergency.

California law prohibits the District from discharging or discriminating against an employee who both: is the parent or guardian of a student; and takes time off, with reasonable notice, to appear at school because the student was suspended.

Duration of Leave

An employee may take a maximum to take up to 40 hours off per year, with reasonable notice to take SAL. The time off cannot exceed 8 hours in any calendar month of the year. An employee must elect to use paid accrued leaves concurrently (e.g. sick leave, vacation, etc.) in the same way they could for other qualifying purposes under the District's policies. Otherwise, such leave under this policy will be unpaid.

Notice Requirement

The employee is required to provide the District with reasonable notice of the need for SAL. The District may ask for proof that the employee utilized the time for child related-activities permitted under California law.

3217 KIN CARE LEAVE

Pursuant to California law, employees who accrue sick leave are eligible for Kin Care Leave (KCL). An employee may use KCL for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of the employee, or preventive care for, an employee or an employee's covered family member.
- For obtaining relief if the employee is a victim of domestic violence, sexual assault, or stalking.
- If the employee is a victim of domestic violence, sexual assault, or stalking, the employee may take time off to: obtain medical treatment, counseling or other victims' services, obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the employee or the employee's child, such as a temporary restraining order, restraining order, or other injunctive relief.

The number of days an employee can take off as KCL is calculated as an amount not less than the sick leave that the employee would accrued during 6 months of the employee's then-current rate of entitlement. Employees are able to use up to half of their sick leave for KCL, but no more than one-half of an employee's annual accrued sick leave benefits can be counted as KCL.

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice as soon as practicable.

A “family member” for the purposes of this policy is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling.

KCL is unpaid, unless an employee elects to utilize their accrued time off. This statute runs concurrently with paid sick leave, and CFRA leave.

32143218 PERSONAL LEAVE OF ABSENCE WITHOUT PAY

Upon written request, approved by the General Manager’s sole discretion, a regular full-time employee may be granted a personal leave of absence without pay not to exceed 30 working days. The General Manager, based on the District’s needs and requirements, will determine conditions of such leave of absence. ~~The Board of Directors must approve requests for personal leaves of absence longer than 30 days’ duration. This benefit is effective following successful completion of six months of service.~~

No sick or vacation leave will be accrued during any pay period an employee is absent without pay.

Continuation of benefits during a Personal Leave of Absence will be in accordance with enrollment requirements and benefits administrator plan guidelines.

~~The employee and the District will each continue to pay its share of the premiums in accordance with District policy for qualified employees on authorized personal leave of absence without pay for up to 30 days on such leave. Thereafter, continuing such premium payments will be at the sole discretion of the Board of Directors. Should coverage be terminated under the District’s long-term disability plan, coverage may be converted to an individual plan at the expense of the employee. Upon return to work, employees become eligible for reinstatement in accordance with the terms of the agreement with the insurance carrier then in effect.~~

Refer to the appropriate sections regarding continuation of health and welfare benefits and associated premium payments for disability, medical, dental, vision and life insurance coverage while on other leave of absences ~~without pay.~~

32163219 DISCRETIONARY EXECUTIVE LEAVE

All executive Management employees, including the General Manager and Assistant General Manager shall be eligible for five days Executive Leave per calendar year. Any such leave not used within the calendar year will be credited to the employee’s CTO or vacation accrual. Employees eligible for paid Executive Leave are required to obtain approval from the General Manager prior to the scheduled use of paid Executive Leave. The use of any paid Executive Leave must be recorded in the District’s payroll records for each calendar year.

~~At the General Manager's discretion, the District may provide up to five days of paid executive leave to its executive management employees. This leave is meant for business-related purposes as a means of encouraging full-time management employees to participate in and attend meetings, activities, and events on behalf of the District, and to spend time outside of normal working hours otherwise in the service of the District. Paid executive leave is not considered vacation and is a privilege of paid time away from the work place. Employees eligible for paid executive leave are required to obtain approval from the General Manager or designee prior to the scheduled use of paid executive leave. The use of any paid executive leave must be recorded in the District's payroll records for each calendar year. Paid executive leave does not accrue or cash out upon termination.~~

3217-3220 CATASTROPHIC LEAVE

The District has adopted a program that allows employees who have accrued vacation, CTO or sick leave hours the option to voluntarily donate hours to another employee who has exhausted his/her sick, vacation and CTO leaves, due to a non-work related catastrophic illness or injury to allow the employee to recover from their illness or injury. The calculation for the hours will be based on the number of hours donated times the donor's hourly rate divided by the recipient's hourly rate. The Program guidelines and forms can be obtained from Human Resources.

3218-3221 WORKER'S COMPENSATION (WORK-RELATED ILLNESS OR INJURY)

Whenever an employee sustains an injury or disability arising out of, and in the course of, District employment and requires medical care, the employee shall obtain treatment according to the provisions of the California Labor Code, sections 4600 et seq. and shall receive compensation for hours not worked while obtaining such medical care without loss of accrued leave hours. Employees are required to immediately report a work-related injury/incident to their supervisor and Human Resources. The supervisor of the affected employee shall ensure that the report is made.

Whenever, due to a work-related injury, an employee is compelled by direction of his or her physician to be absent from duty on account of such injury or disability, such employee will be placed on a Medical Leave of Absence under Workers' Compensation Leave. The employee will receive full compensation for the first three (3) calendar working days following the date of the injury without loss of accrued leave hours.

Thereafter, the employee may elect to apply pro-rated sick leave first, vacation, or Compensatory Time Off (CTO), if sick leave is exhausted, to such absence to receive compensation in an amount equal to the difference between the compensation to which he/she is entitled under Workers' Compensation Act and his or her regular pay, not to exceed the amount of accrued leave.

Workers' Compensation benefits begin with the fourth full consecutive calendar day of missed work (including weekends); however, if the absence continues beyond fourteen (14) days, Workers' Compensation will then pay the applicable benefits for the first three days of missed work. When this occurs, the employee will be docked for the first three (3) days the

District previously paid him/her in an amount equal to the Workers' Compensation benefits received.

An employee, who is on Workers' Compensation leave of absence and covered by disability insurance when the work related injury occurred, may be eligible for disability benefits. (Compensation to which an employee is entitled from Workers' Compensation and disability shall not exceed an employee's regular pay).

Supervisors are required to complete the required reporting forms whenever an employee is injured and/or placed on Workers' Compensation Leave. A doctor's release must be provided to the District upon the employee's return to work from a Workers' Compensation Leave. See Human Resources for the appropriate forms.

3222 OTHER LEAVES-

Except where pay is required by law, the District will provide unpaid leave as required by state and/or federal law.

32113223 BENEFIT ACCRUALS WHILE ON UNPAID LEAVE

Employees on family leave, pregnancy disability leave or any other leave, with the exception of Military Leave, do not accrue vacation, sick leave, or other seniority based benefits during any portion of the leave that is unpaid. Upon completion of family leave, pregnancy disability leave or any other leave, any entitlement to benefits shall be governed by the applicable leave policy. Benefit accruals while on Military Leave are provided in accordance with USERRA and the California Military and Veterans Code, Section 395, et seq.

32123224 NO RETALIATION & WHISTLEBLOWER PROTECTIONS

321224.1 No Retaliation

The District's policy and state and federal laws forbid retaliation against employees because they have exercised their rights under law, protested any violation of law, or participated in any proceeding under law. The U.S. Department of Labor and the California Civil Rights Department (CRD) are authorized to investigate and resolve complaints of any violation of the PDL, FMLA, CFRA, and other laws. Employees also have the right to bring a civil action for violations of the PDL, FMLA, CFRA, and other laws.

321224.2 Whistleblower Protections

The District is committed to operating in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its Board of Directors, officers, employees, agents, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violate a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to District business and does not relate to private acts of an individual not connected to District business.

If an employee has a reasonable belief that an employee, District officer, or other District agent has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Director of Human Resources. If the employee does not feel comfortable reporting the information to the Director of Human Resources, he or she is expected to report the information to the General Manager. If the employee does not feel comfortable reporting the information to the General Manager, he or she is expected to report the conduct to the Board of Directors, either collectively or by relaying the information to any individual Director to be relayed to the Board. All reports should be submitted in writing to properly characterize the concerns.

The District will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to Human Resources, General Manager, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

The District may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy. The District will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel, or court, truthful information relating to the commission or possible commission by District or any of its employees of a violation of any applicable law or regulation. Supervisors will be trained on this policy and the District's prohibition against retaliation in accordance with this policy.

3213 MILITARY LEAVE

~~Military leave shall be granted in accordance with State and Federal law.~~

3213.1 Active Service

~~An employee who is engaged in military duty ordered for purposes of active military training or encampment is entitled to military leave with pay for up to 30 days per calendar year.~~

3213.2 Inactive Service

~~An employee who is required to attend scheduled service drill periods or perform other inactive duty reserve obligations is entitled to military leave without pay, not to exceed 180 calendar days per year. Such employee may, at his or her option, elect to use accrued vacation or compensatory time to attend the scheduled reserve drill periods or to perform other inactive drill period obligations.~~

32153225 UNAUTHORIZED ABSENCE

Any unauthorized absence from work is considered cause for immediate dismissal. Absence from work without permission and without notification to the District for three consecutive days will be considered a voluntary resignation.

32493226 RETURN TO WORK (RTW) FROM INDUSTRIAL INJURY OR ILLNESS

The decision to return an employee to work or place an employee back on the job, with or without modified work, shall be made by the District, independent of any decision made in the Workers' Compensation process, as follows:

- The employee shall submit to a fitness-for-duty assessment.
- Where there is an indication of continued physical or mental limitations, the employee and the District shall engage in the interactive process to determine whether reasonable accommodations to the limitations exist.
- If there is no permanent disability, no work restrictions, and the absence has not been longer than thirty days, the employee shall be returned to work.
- If there is no permanent disability, but temporary work restrictions, or there has been an absence of thirty days or more, a review of the employee's medical records from the Workers' Compensation case and RTW medical evaluation may be conducted. An employee shall be returned to work if the work restrictions are compatible with job demands or modified job demands, if available pursuant to reasonable accommodations.
- If there is a permanent disability, placement of the employee in the position last held by the employee will be considered following a RTW medical evaluation and complete assessment of potential reasonable accommodations.

The employee must obtain a release to work or be properly discharged from the medical provider utilized by the District prior to returning to his or her job. If it is determined that the job demands of the position last held by the employee are not compatible with the employee's restrictions and the employee is willing to return to work, placement in an alternative position, if available, will be considered. The employee shall be reclassified as "medically disqualified" and placed on unpaid leave while alternative positions are being considered. However, the employee may elect to use accrued leave hours, such as vacation, to receive compensation. Placement of an employee in an alternate position requires a pre-placement medical evaluation for the alternative job.

3300 INSURANCE PROGRAMS

3301 MEDICAL INSURANCE

Group medical insurance is provided to eligible regular full-time District employees or where otherwise required by law (including the Affordable Care Act or the state paid sick leave laws). Coverage is also offered to spouses, dependents and registered domestic partners of eligible employees in accordance with the terms of the plan documents. The District pays a portion toward the monthly premiums based on employee and dependent status for medical coverage as approved by the Board and in accordance with the District Benefit

Administrator's policy guidelines. Employees are required to contribute toward their monthly

medical insurance premiums, which are typically paid through payroll deduction(s). This benefit goes into effect on the first day of the month following 30 days of service.

3302 DENTAL INSURANCE

Group dental insurance is provided to eligible for all regular full-time employees and their dependents ~~by the District~~ as specified in the dental insurance policyies. The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the District's Benefit Administrator's policy guidelines. Employees are required to contribute a portion toward their monthly dental insurance premiums, which are typically paid through payroll deduction(s). This benefit goes into effect on the first day of the month following 30 days of service.

3303 VISION INSURANCE

Group vision insurance is provided ~~for to eligible all~~ regular full-time employees and their dependents ~~by the District~~ as specified in the vision insurance policy. The District will pay a portion towards the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the District's bBenefit aAdministrator's' policy guidelines. This benefit goes into effect on the first day of the month following 30 days of service.

~~Employees on an authorized medical leave of absence without pay may continue medical, dental, and vision coverage for the duration of any protected leave or, discretionary leave up to four months, with the District paying its share of the premiums and the employee paying their respective portions of the premiums. Thereafter, coverage is terminated under the District's group plans unless continuation coverage is elected as explained below. Upon return to work, employees become eligible for re-enrollment in accordance with the benefit administrator's policy guidelines. (removed as it is addressed under the leave sections)~~

3304 FLEXIBLE BENEFITS SPENDING PLAN

The Flexible Benefits Spending Plan is a voluntary program and is available to all full-time employees. -The plan allows eligible participants the opportunity to defer a portion of their compensation to pay for certain health-related and dependent care expenses on a pre-tax basis. -The plan also allows for employee contributions for District-sponsored ~~group~~ health insurance premiums to be deducted from earnings on a pre-tax basis.

3305 HEALTH SAVINGS ACCOUNT (HSA)

A Health Savings Account (HSA) is available to employees who are enrolled in a Consumer Driven Health Plan (CDHP). An employee must be enrolled in a CDHP in order to participate in an HSA. Contributions to the HSA account are tax-free as long as the withdrawals from the account are used for eligible medical expenses. The District makes a contribution to eligible HSA accounts, as determined by the Board of Directors and in compliance with IRS guidelines. ~~Contact Human Resources for additional information about this plan together with~~

~~enrollment forms.~~ The plan is administered by a third party administrator ~~outside consultant.~~

These benefits are available on the first of the month following 30 days of employment.

For employees enrolled in the Consumer Driven Health Plan, the District will deposit contributions, based on the amount approved by the Board, into the employee's HSA on the first payroll in January for employees enrolled in a CDHP, or switched to the CDHP during open enrollment. Employees hired in January and thereafter will receive a pro-rated initial contribution to their HSA effective with their benefit eligibility date. Employees already enrolled in an HSA and have increased coverage during the calendar year will receive partial proration, not to exceed maximum tier contribution.

The MWDOC Board of Directors reserves the right to review, revise and alter the District's contributions to HSAs, depending on the cost of the program and the fiscal condition of the District.

(Rev. Board approved October 21, 2020)

3306 LIFE INSURANCE

Group life insurance, which may include death and dismemberment benefits, is provided to eligible regular full-time employees. The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the benefit administrator's policy guidelines. This benefit becomes effective on the first day of the month following 30 days of service. The current coverage is two times the eligible employee's annual salary to a maximum of \$300,000 coverage. See benefit administrator's policy guidelines for details on policy benefits and restrictions.-

Voluntary and supplemental life insurance coverage is also available to regular full-time employees as a voluntary benefit with the employee paying 100% of the cost, which may be made through payroll deductions.

Employees on an authorized medical leave of absence without pay may continue basic and supplemental coverage for the period of any protected leave or, if discretionary leave up to four months, with the District paying its share of the premiums and the employee paying their respective share of the premiums for basic coverage only, based on the amounts approved by the Board and in accordance with the benefit's administrator's policy guidelines.

~~Employees are responsible for paying 100% for supplemental life insurance coverage.~~

Thereafter, coverage is terminated under the District's group plan unless individual coverage is available ~~elected~~. Upon return to work, such employees become eligible for re-enrollment in accordance with the terms of agreement with the insurance carriers then in effect.

3307 RETIREE MEDICAL BENEFITS

Retiree health and welfare benefits upon retirement (Applies to Regular Full- Time employees hired prior to July 1, 2012)

The District shall provide retiree health and welfare benefits as set forth in this policy for retired employees who are at least 55 years of age, including their spouses or domestic partner registered with the State of California (at the time of retirement), and that have accrued a specified number of years of service.

In order to be eligible for retiree medical benefits, there shall be no lapse in service. Employee must transfer directly from active status directly to retired status.

3307.1 10 Years of Service

Employees with a minimum of 10 consecutive years of full-time service with the District shall receive retiree medical benefits on the following terms:

- Retirees are not eligible for District paid dental and vision benefits.
- Retiree will have the option to continue participation in dental and vision coverage at their own cost in accordance with the Consolidated Omnibus Reconciliation Act (COBRA).
- The District shall pay health coverage premiums for retiree only or couples coverage on the same basis as active employees.
- ~~➤ The District does not make contributions to Health Savings Accounts (HSAs) on behalf of retirees.~~
- Once the retiree becomes Medicare eligible, coverage will cease for the retiree and any enrolled dependents. COBRA enrollment will be offered at that time to any eligible dependents.
- Upon becoming Medicare eligible, the retiree must enroll in Medicare in order to obtain reimbursement from the District. The District will not reimburse the retiree for any penalties associated with deferred-late enrollment in Medicare.
- In the event a spouse or registered domestic partner survives a retiree before the District-paid group coverage would normally end, the District will continue paying the premium for the surviving spouse or registered domestic partner for retiree only coverage until the earliest to occur of the following: remarriage or enrollment under another plan, or becoming eligible for Medicare.
- ~~➤ If retiree discontinues enrollment in a retiree medical ~~care~~ plan, re-enrollment is not permitted.~~
- ~~➤ The District does not make contributions to Health Savings Accounts (HSAs) on behalf of retirees.~~
- Annual open enrollment is not offered to retirees.

3307.2 25 Years of Service


Employees with a minimum of 25 consecutive years of full-time service with the District shall receive retiree medical benefits on the following terms:

- The District shall pay health coverage premiums for retiree only or couples coverage on the same basis as active employees.
- The District does not make contributions to Health Savings Accounts (HSAs) on behalf of retirees.

- Retirees and spouses or registered domestic partners are eligible to participate in the District's Dental and Vision Insurance Plan as follows:
- **Dental**
- Retiree Only Coverage: The District shall pay the monthly insurance premiums on the same basis as active employees.
- Couples Coverage: The District shall pay 80% of the monthly premium for retiree plus spouse or registered domestic partner.
- **Vision**
- Retiree Only Coverage: The District shall pay the monthly insurance premiums on the same basis as active employees.
- Couples Coverage: The District shall pay 80% of the monthly insurance premiums.
- Retirees and their spouses are required to enroll in Medicare parts A and B upon eligibility. This must occur when both criteria are met, Medicare eligible and retired. The District will not reimburse the retiree for any penalties associated with deferred enrollment in Medicare.
- In the event a spouse or registered domestic partner survives a retiree, the District will continue paying the premium for the surviving spouse or registered domestic partner for retiree only coverage until the earliest to occur of the following: remarriage or enrollment in another group medical plan.
- If retiree discontinues enrollment in a retiree medical care plan, re-enrollment is not permitted.
- Annual open enrollment is not offered to retirees.

3307.3 Process for Reimbursement

- Retirees with 10 years of service; the District will reimburse retiree, up to \$3,080.82 per calendar year, for a Medicare Advantage Plan, a supplemental Medigap insurance policy, Medicare Prescription Drug Insurance (Part D) or Medicare Part B coverage covering the retiree only.
- Retirees with 25 years of service; the District will reimburse for Medicare Part B for both retiree and his/her eligible spouse or registered domestic partner after submitting verification to the District of official enrollment in Medicare Part B.
- Reimbursements will be made on a quarterly to yearly basis, upon submission of proper documentation.
- Proper documentation for reimbursement includes a written or email request to the Finance Department, with the time period requested, amount to be reimbursed and proof of payment.
- Retirees may submit their requests no sooner than the last month of the coverage period being requested.
- Reimbursements submitted with proper documentation will be issued at the end of the following month from the date the request is received.
- Reimbursements are issued via check and mailed to retirees or by ACH payment.
- Reimbursements for eligible expenses incurred in a calendar year must be submitted no later than 30 days after the conclusion of that calendar year.

Retiree Health and Welfare contribution amounts are established in accordance with benefit administrator's plan  Guidelines then in effect and as approved by the MWDOC Board.

Employees hired on or after July 1, 2012, are not eligible to receive District-paid retiree health and welfare benefits.

Any variance from these benefits and requirements requires approval by the MWDOC Board of Directors and is subject to approval by benefits administrator in compliance with its policy guidelines.

(Rev. Board approved December 8, 2021)

3308 CONTINUED MEDICAL, DENTAL AND VISION COVERAGE

Medical, dental and vision coverage may be continued if an individual's group health benefits end due to a "qualifying event" and if the employee elects to continue coverage under the plan. In order to continue coverage, the individual will be required to pay the total monthly premium payment plus two percent for administrative costs.

3308.1 Qualifying Events

For the employee: Termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the employee ineligible for coverage. (2) For dependents: (a) Death of the employee; (b) Divorce or legal separation; (c) Loss of coverage due to the employee becoming entitled for Medicare, or (d) For a dependent child, ceasing to qualify as a dependent under the plan.

3308.2 Period of Coverage

If coverage is elected, the continued coverage will end on the earliest of the following:

- 18 months after the date of termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the employee ineligible for coverage.
- Up to 29 months after termination of employee due to total disability within the meaning of the Social Security Act at the time of the qualifying event.
- 36 months after the date of any other qualifying event.
- The date the employee or dependent fails to make any required premium payment when due.
- The date the employee or dependent becomes covered under any other group health plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA) as amended.
- The date the employee or dependent becomes eligible for Medicare.
- In the case of a divorced or widowed spouse, the date on which the individual remarries and becomes covered by any other group medical plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA), as amended.

The District and third-party Benefits Administrators have the responsibility of billing and collecting premiums for individuals who have terminated from the District's group health plans.

The foregoing is merely a summary of certain rules and regulations concerning COBRA, which are subject to revision at any time. Employees and others participating in the District's group medical plan should contact the District for further information at or before the time of a qualifying event in order to assure they understand the full extent of their rights and obligations under COBRA.

3308.3 Cost of Coverage

The monthly premiums are subject to change whenever the premiums are changed for active employees.

3308.4 Notification of Election to Continue Coverage

Employees are required to notify Human Resources of a qualifying event for themselves or dependents. The District will then begin the appropriate notification procedure. The eligible COBRA participant must provide an election notice and premium payment to the District within 60 days of notification of their right to continue coverage.

3400 RETIREMENT PROGRAMS

The District and its employees do not participate in Social Security subject to the following exceptions.

3401 MEDICARE COVERAGE

All District employees hired after April 1, 1986 are required by the passage of the Consolidated Omnibus Budget Reconciliation Act (COBRA), to contribute to the Medicare portion of the Social Security Program. Those employees shall contribute 1.45% of their salary with the District matching the fund by contributing 1.45% of the employee's salary, unless changed by federal law.

Social Security participation is required for those employees such as part-time employees who are not eligible for the District retirement plans. Non-participation in Social Security may affect employee's Social Security retirement and disability benefits. Please check with a local Social Security Administration Office to find out how this may impact your benefits.

3402 DEFINED CONTRIBUTION PENSION PLAN (401A – MONEY PURCHASE PENSION PLAN)

Effective March 3, 2003, this plan is no longer offered to District employees. The only eligible participants in this Plan are MWDOC Board of Directors, MWDOC/MET Board of Directors and the General Manager.

For details of the plan contact Human Resources.

3403 CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS)

3403.1 CalPERS Applicability

The District became a member of CalPERS effective March 3, 2003. In lieu of Social Security, the District offers to its eligible employees a retirement plan under (CalPERS). This policy is intended to comply with CalPERS regulations and the District's own CalPERS related Resolutions and should be interpreted accordingly. Where in contradiction, the CalPERS regulations and CalPERS interpretation of those regulations supersede.

3403.2 Persons Eligible

Regular full-time employees, and part-time employees reaching the minimum requirement of 1,000 hours in a fiscal year (July 1 to June 30).

3403.3 Waiting Period

Eligible from the first day of employment.

3403.4 Employee/Member Contribution

The maximum required employee/member contribution amount depends on the employee's hire date in accordance with Board approved policy and the Public Employee Pension Reform Act (PEPRA) as follows:

Per the Public Employees' Pension Reform act of 2012 (PEPRA), "classic members" currently employed in a reciprocal public agency are enrolled in a 2% at 55 CalPERS pension plan with a 7% employee contribution. "New members", either new to the public sector, or whose date of separation was more than 6 months before the start date with the District, are enrolled in a 2% at 62 CalPERS pension plan and fall under the Public Employees Pension Reform Act (PEPRA) with a required employee and employer contribution, as determined by CalPERS. of approximately 50% of the "normal cost".

~~Employees working 1,000 or more hours during the plan year (July 1 to June 30) are eligible to participate.~~

~~Qualifying employees are eligible immediately upon hire by the District.~~

3403.5 Vesting Provisions

Participants become vested after completion of five years of public service, be it with the District or another public employer with reciprocity. Vesting means funds may be left on deposit for future retirement. Upon termination, an employee may withdraw their contributions or leave them with CalPERS. The employer contributions are only paid upon retirement.

3403.6 Benefits Provided

Employees are eligible to retire upon completing five years of service and having attained the appropriate age based on the retirement formula. Retirement date can be any date the employee chooses; however, the amount of the monthly allowance can be affected.

CalPERS will calculate retirement benefits based on three factors, (1) years of service, (2) percentage factor determined by age at retirement, and (3) the final average monthly pay rate based on the CalPERS formula.

Employees nearing retirement are urged to avail themselves of the retirement pre-~~---~~ counseling and planning ~~services available to them offered~~ by CalPERS. CalPERS requires at least 90 days' notice in advance of planned retirement ~~(as does Social Security for any previous services)~~. However, the District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays.

For additional information regarding CalPERS Options for the 2%@55 and 2%@62 Contracts, please see Human Resources or the calpers.org website.

3404 DEFERRED COMPENSATION PLAN (457 Plan)

A voluntary non-qualified deferred compensation Section 457 plan is available to any eligible employee who elects, pursuant to the plan, to defer a portion of his or her compensation and who fulfills the requirements for participation in the plan. Information on the plan is available through Human Resources. The District does not make any contributions to this plan.

3500 ADDITIONAL BENEFITS

3501 EDUCATION REIMBURSEMENT

The education reimbursement program is designed to provide financial assistance to regular, full-time employees with one or more years of ~~service; service~~, who wish to continue their formal education, training ~~or and~~ certification and to assist employees in obtaining skills or knowledge to become better qualified for their current work or for advancement in the District.

Courses must be related to the employee's position, occupation, or advancement within the District as determined by the Supervisor, General Manager and Human Resources. This includes courses that are prerequisites for work-related courses and those that are required to obtain a degree in a work-related field. Eligible courses are those taken at an accredited institution.

Correspondence courses from reputable institutions will be considered when equivalent courses are not available at local accredited schools, or when the employee's circumstances prevent attendance at courses offered locally.

Courses must be taken on the employee's time, unless special circumstances warrant otherwise and prior arrangements have been made with the supervisor and approved by the General Manager.

Requests for tuition reimbursement may be denied based on ~~district~~ District budgeting constraints for that particular fiscal year.

Employees may not use District computers to complete classes online or complete homework assignments during working hours.

Eligible expenses are tuition, parking, books, registration fees and laboratory/materials fees. The annual limit each year for educational expenses shall be based on the Cal State Fullerton adopted program fee schedule for undergraduate and graduate programs given the program which the employee is enrolled. Expenses for travel and other incidental costs are not reimbursable. Written approval for reimbursement must be obtained from Human Resources, the employee's supervisor and the General Manager prior to or within 30 days of enrollment in the course.

Funds received from outside sources such as scholarship grants or Veterans educational benefits must be applied toward the cost of the course before the District's reimbursement is applied.

Evidence of successful completion of the course with a minimum grade of "B" or higher and receipts for the allowable expenses must be submitted prior to reimbursement.

Expenses reimbursed may be considered taxable income and subject to tax withholding.

If an employee voluntarily terminates employment or is terminated for cause within 24 ~~months~~ of completing a course in which educational reimbursement has been paid, the employee shall reimburse the District based on the following pro-rated service requirement:

- Voluntary termination or termination for cause within one year of completing a course ~~=~~ = 100% reimbursement to the District.
- Voluntary termination or termination for cause within 13 to 24 months of completing a course = 50% reimbursement to the District.

If an employee fails to reimburse the District, the District may sue the employee for breach of Agreement.

3502 COMPUTER LOAN PROGRAM

Interest-free loans to assist employees with the financing of a personal computer system are available to regular full-time employees who have completed one year of service. Loans can be in amounts from \$300 to \$2,000.

3503 CELL PHONE ALLOWANCE

~~MWD OG~~ The District has identified a business need for eligible employees to use cell phones for certain business communications while away from the office, for emergency operations and after-hours communications. To meet this business need, ~~MWD OG~~ the District will provide a cell phone allowance to eligible employees. The policy is intended to define

eligibility requirements for assignments of a cell phone allowance based on business necessity, define allowance levels and amounts, terms for usage and responsibility, and accommodate changes and advances in mobile technology. As used in the policy, a cell phone is a smart phone capable of cellular phone calls and data communication.

The policy does not cover tablets, such as iPads or surfaces or air cards. No further reimbursement for cell phone costs is available to employees who receive such an allowance. ~~Contact Human Resources for Policy details.~~

Please note, all District employees, regardless of eligibility for an allowance under this policy, are ~~not prohibited from accessing~~ permitted to access their mobile device or other communications device, to get emergency assistance, assess a situation's safety, or communicate with someone to verify their safety.-

3504 UNIFORMS/TOOLS – FIELD PERSONNEL

The District provides uniforms to employees who are required to wear uniforms as a condition of their employment. The uniforms are provided as a ready substitute for the personal attire employees would otherwise have to acquire and maintain.

- Employees are responsible for laundering the uniforms and are to maintain them so that they are clean, neat and professional when employees are representing the District.
- Employees are responsible for the safekeeping of all uniforms they are furnished.
- Non-District issued shirts, pants, shorts, hats, etc. are not permitted.
- Normal wear and tear is expected; however, abuse or loss of a garment may result in replacement cost to employees and/or may be subject to discipline.
- Upon termination, such furnished clothing and equipment provided to employees must be turned in to the District or the depreciated cost thereof ~~will~~ may be ~~deducted from employee's final paycheck or~~ otherwise charged to employees.
- District-issued uniforms, tools, equipment, etc. are only for District business related use and may not be used for personal use at any time.
- Employees will be reimbursed per fiscal year for one pair of shoes/boots of each type required based on job requirements. If employees spend less than the amount eligible for reimbursement for each type required, the remaining amount will not be carried forward or accumulated for reimbursement toward future purchases.
- If employees purchase shoes from a store designated by the District, they must first confirm that the shoes meet the job and safety requirements by reviewing with their immediate Supervisor. ~~After obtaining approval from Supervisor, employee must complete a business expense report and submit for reimbursement.~~
- If for some reason ~~the~~ shoes for which employees have been reimbursed are worn out due to working conditions before the fiscal year end, the District will consider a request for replacement on a ~~case-by-case n exception~~ basis.
- Employees may submit a request for reimbursement of expenses incurred for the purchase of tools necessary to perform the essential functions of the job duties as pre-approved by the immediate Supervisor.

3505 VEHICLE POLICY

Employees whose job duties require them to drive their own vehicle or are required to drive a District owned vehicle for District business will be required to follow the guidelines as outlined. The employee maintains a duty to notify the District of any license restriction or lapse of adequate insurance coverage. The District requires strict adherence to state and federal laws law regarding the operation of motor vehicles. The District participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

3505.1 Driver Responsibility

The District requires strict adherence to state and federal laws law regarding the operation of motor vehicles.

All employees are to possess and maintain a valid California driver's license, as well as automobile insurance.

It is the responsibility of all employees who drive vehicles on District business to practice safe and defensive driving and follow all traffic laws.

All employees who drive vehicles on District business are to attend, at District cost, a defensive driver training course every four years or more often if driving record so dictates.

Employees may not use cellular devices while driving, in accordance with the law. It is against the law to drive while reading, writing, or sending a text message.

Employees are responsible for any driving infractions or fines as a result of their driving. Seatbelts must be used by the driver and all passengers. Violation of these or any vehicle code or traffic law is grounds for discipline.

3506 USE OF DISTRICT VEHICLES

Employees that are required to operate a District vehicle to fulfill the responsibilities of their job must comply with all applicable state and federal laws, insurance requirements and District guidelines.

Employees involved in a vehicle accident while operating a District vehicle will report such accident to their immediate Supervisor and the Human Resources Department before leaving the scene of the accident. The District employee-driver is required to provide pertinent information to other non-District drivers involved in the accident.

Employees are forbidden to use District-owned vehicles for personal use at any time.

District vehicles are subject to remote monitoring. Remote monitoring is intended to provide the District with the ability to account for vehicles at all times. Remote monitoring includes, but is not limited to, the ability to monitor vehicle location, vehicle starts and stops and vehicle speed.

3507 MILEAGE REIMBURSEMENT

Employees may be reimbursed for mileage when using their private automobile while on official District business. Mileage will be reimbursed at the standard rate established by the IRS. Cost of gasoline or oil purchases, vehicle repairs or maintenance and vehicle insurance are incorporated into the mileage reimbursement rate. No employee who receives an automobile allowance shall receive mileage reimbursement. A business -expense report must be completed and submitted in a timely manner in order to be reimbursed for mileage. Mileage should ordinarily be computed between the employee's worksite and the destination. Reimbursable mileage is calculated based on the lesser amount of miles driven from home to event or office to event.

3508 AUTOMOBILE ALLOWANCES

The General Manager and Assistant General Manager receive an automobile allowance in an amount established by resolution of the Board of Directors. The payment of automobile allowance is subject to review during the Total Benchmark and Compensation Study or at the Board's discretion.

3508.1 Exceptions

The General Manager may authorize exceptions to any of the provisions herein set forth and shall give written notification to the Administration & Finance Committee of such exception within 30 days of the date such exception is authorized. All exceptions shall be reviewed by the General Manager annually to determine whether continuation of such exception is justified.

3508.2 Implementation

The provisions of this policy will be implemented and administered by the General Manager. ~~Annually,~~ the General Manager shall conduct a review of automobile allowances to assure that continuation is justified. During this review, the following should be considered: employee's duties and responsibilities, including "on-call" duties, type of vehicle, classification, location of employee's residence ~~and work station~~, justification for allowance and average monthly business mileage.

New requests for automobile allowance shall be made through the annual budget process and may be made from time to time as necessary throughout the year following the above review procedures. Requests may be made during the year when ~~required by~~ circumstances warranted. All requests made as the result of the creation of a new position within the District are subject to the approval of the Administration & Finance Committee of the Board.

The General Manager shall submit an annual report to the Administration & Finance Committee listing employees receiving a vehicle allowance for use of privately-owned vehicles as defined in the Operating Rules for Automobile Allowance Section of this policy, and a listing of exceptions to the provisions of this policy authorized under the Exceptions Section of this policy.

The General Manager may authorize the payment of an automobile allowance to others in an amount not to exceed that established by resolution of the Board of Directors for executive use, when the interest of the District would best be served by paying an allowance rather than mileage; providing, however the following criteria are met:

1. Nature of Job Classification: Employee has specific job duties requiring the performance of official District business outside of regular working hours on a recurring basis and who meet the following criteria:
2. On-call availability
 - a) Frequent attendance at conferences, seminars, meetings, and community affairs (after normal working hours); or
 - b) Frequent participation in public affairs activities, such speaking engagements (after normal working hours); or
 - c) Regular and frequent travel during working hours.
3. Nature of Work Activity: An automobile allowance may be offered to other management personnel for two-year renewable periods upon a review of the individual personnel requirements for an allowance based upon the criteria indicated in Section (1). This review shall be performed and documented by the Department Manager and approval of an assignment for automobile allowance shall be made only by the General Manager. The assignment shall be effective for a maximum period of two-years and shall be reviewed at that time to determine continued justification.

3508.3 Operating Rules for Automobile Allowance

1. Automobile allowance may only be provided to appropriate management positions as defined above.
2. An employee receiving an Automobile Allowance must provide a car which is in appropriate condition, well maintained, and capable of comfortably accommodating four adults.
3. Employees receiving an Automobile Allowance must maintain insurance to cover their normal private use of the vehicle (pursuant to Insurance Requirements outlined in this section).
4. The Automobile Allowance will be provided coinciding with the first pay period of the month following the month of use.

5. An employee receiving an Automobile Allowance is expected to use his or her personal automobile on all required District business.
6. An employee receiving an Automobile Allowance shall not be entitled to receive any additional remuneration for the cost of gasoline, repairs or maintenance on his/her vehicle. Mileage expense claims of any type are prohibited.

3508.4 Insurance requirements

Employees who are paid an automobile allowance or mileage reimbursement for use of privately-owned automobile for District business, shall possess and maintain insurance on such automobile with liability coverage acceptable to the District. Each employee shall provide private automobile insurance information, which shall be maintained by the Human Resources Department and shall be reviewed and updated annually. The record maintained shall contain the following current information: ~~n~~Name of employee, insurance company, policy number, description of coverage, and license number and expiration date, and description of vehicle (make, model and year).

The provision of the Automobile Allowance is and shall remain at the discretion of the District.

3600 MWDOC DIRECTOR BENEFITS

3601 DISABILITY LEAVE

3601.1 Short-Term Disability Leave

The District participates in the State of California, Employment Development Department (EDD) Disability Insurance program. Workers who suffer a loss of wages when they are unable to work due to a non-work-related illness or injury, pregnancy or childbirth, may be eligible for disability insurance benefits. Generally, the program goes into effect on the eighth day of disability (since SDI requires a seven-day waiting period) up to a maximum of 52 weeks (as determined by EDD) based on the requirements of the Plan. Visit <http://edd.ca.gov/> for complete program details, ~~eligibility, weekly benefit amount, exclusions, etc.~~

The weekly and maximum benefit amounts are based on the wages paid during a specific 12-month base period, which is determined based on the date the claim begins. The program is administered by the EDD. ~~and~~ Directors should seek clarification as to eligibility and scope of benefits from the EDD. EDD guidelines and rulings supersede any statement made herein.

3602 WORKER'S COMPENSATION (WORK-RELATED ILLNESS OR INJURY)

Whenever a Director sustains an injury or disability arising out of, and in the course of, District employment and requires medical care, the Director shall obtain treatment according to the provisions of the California Labor Code, sections 4600 et seq. Directors are required

to immediately report a work-related injury/incident to Human Resources. Human Resources shall ensure that the report is made.

This Program is administered by the District's third party administrator ~~Plan Administrator~~ and Directors should seek clarification as to eligibility and scope of Worker's Compensation benefits. Administrator guidelines and rules supersede any statements made herein.

3603 RETURN TO WORK (RTW) FROM INDUSTRIAL INJURY OR ILLNESS

The decision to return a Director to work or place a Director back on the job, with or without modified work, shall be made by the District, independent of any decision made in the Workers' Compensation process.

The Director must obtain a release to work or be properly discharged from the medical provider utilized by the District prior to returning to their ~~his or her~~ job.

3604 MEDICAL INSURANCE

Group medical insurance is provided to eligible Directors or where otherwise required by law (including the Affordable Care Act or the state paid sick leave laws). Coverage is also offered to spouses, dependents and registered domestic partners of eligible Directors in accordance with the terms of the plan documents. The District pays a portion toward the monthly premiums based on Director and dependent status for medical coverage as approved by the Board and in accordance with the District's Benefit Aadministrator's policy guidelines. Directors are required to contribute toward their monthly medical insurance premiums. This benefit goes into effect on the first day of the month following 30 days of service.

3605 DENTAL INSURANCE

Group dental insurance is provided for Directors and their dependents by the District as specified in the dental insurance policies. The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the District's Benefit Aadministrator's policy guidelines. Directors are required to contribute a portion toward their monthly dental insurance premiums. This benefit goes into effect on the first day of the month following 30 days of service.

3606 VISION INSURANCE

Group vision insurance is provided for Directors and their dependents by the District as specified in the vision insurance policy. The District will pay a portion towards the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the benefit administrator's policy guidelines. This benefit goes into effect on the first day of the month following 30 days of service.

Directors on an authorized medical leave of absence without pay may continue medical, dental, and vision coverage for the duration of any protected leave or, discretionary leave up to four months, with the District paying its share of the premiums and the Directors paying

their respective portions of the premiums. Thereafter, coverage is terminated under the District's group plans unless continuation coverage is elected ~~as explained below~~. Upon return to work, Directors become eligible for re-enrollment in accordance with the benefit administrator's policy guidelines.

3607 FLEXIBLE BENEFITS SPENDING PLAN

The Flexible Benefits Spending Plan is a voluntary program and is available to Directors. The plan allows eligible participants the opportunity to defer a portion of their compensation to pay for certain health-related and dependent care expenses on a pre-tax basis. The plan also allows for Director contributions for District group health insurance premiums to be deducted from earnings on a pre-tax basis through payroll deduction(s).

3608 HEALTH SAVINGS ACCOUNT (HSA)

A Health Savings Account (HSA) is available to Directors who are enrolled in a Consumer Driven Health Plan (CDHP). A Director ~~must~~ be enrolled in a CDHP in order to participate in an HSA. Contributions to the HSA account are tax-free as long as the withdrawals from the account are used for eligible medical expenses. The District makes a contribution to eligible HSA accounts, as determined by the Board of Directors and in compliance with IRS guidelines. ~~Contact Human Resources for additional information about this plan together with enrollment forms.~~ The plan is administered by ~~an outside consultant~~ a third party administrator.

These benefits are available on the first of the month following 30 days of employment.

3609 LIFE INSURANCE

Group life insurance, which may include death and dismemberment benefits, is provided to eligible Directors. The District ~~will~~ may pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the benefit administrator's policy guidelines. This benefit becomes effective on the first day of the month following 30 days of service. The current coverage the maximum is up to \$25,000, subject to ~~reductions policy limitations.~~ ~~See benefit administrator's policy guidelines for details on benefits and restrictions.~~

Directors on an authorized medical leave of absence without pay may continue basic coverage for the period of any protected leave or, if discretionary leave up to four months, with the District paying its share of the premiums and the Director paying their respective share of the premiums for basic coverage only, based on the amounts approved by the Board and in accordance with the benefit's administrator's policy guidelines. Thereafter, coverage is terminated under the District's group plan unless individual coverage is elected. Upon return to work, such Directors become eligible for re-enrollment in accordance with the terms of agreement with the insurance carriers then in effect.

3610 CONTINUED MEDICAL, DENTAL AND VISION COVERAGE

Medical, dental and vision coverage may be continued if an individual's group health benefits end due to a "qualifying event" and if the Director elects to continue coverage under the plan. In order to continue coverage, the individual will be required to pay the total monthly premium payment plus two percent for administrative costs.

3610.1 Qualifying Events

For the Director: Termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the Director ineligible for coverage. (2) For dependents: (a) Death of the Director; (b) Divorce or legal separation; (c) Loss of coverage due to the Director becoming entitled for Medicare, or (d) For a dependent child, ceasing to qualify as a dependent under the plan.

3610.2 Period of Coverage

If coverage is elected, the continued coverage will end on the earliest of the following:

- 18 months after the date of termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the Director ineligible for coverage.
- Up to 29 months after termination of Director due to total disability within the meaning of the Social Security Act at the time of the qualifying event.
- 36 months after the date of any other qualifying event.
- The date the Director or dependent fails to make any required premium payment when due.
- The date the Director or dependent becomes covered under any other group health plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA) as amended.
- The date the Director or dependent becomes eligible for Medicare.
- In the case of a divorced or widowed spouse, the date on which the individual remarries and becomes covered by any other group medical plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA), as amended.

The District and third-party Benefits Administrators have the responsibility of billing and collecting premiums for individuals who have terminated from the District's group health plans.

The foregoing is merely a summary of certain rules and regulations concerning COBRA, which are subject to revision at any time. Directors and others participating in the District's group medical plan should contact the District for further information at or before the time of a qualifying event in order to assure they understand the full extent of their rights and obligations under COBRA.

3610.3 Cost of Coverage

The monthly premiums are subject to change whenever the premiums are changed for active Directors.

3610.4 Notification of Election to Continue Coverage

Directors are required to notify Human Resources of a qualifying event for themselves or dependents. The District will then begin the appropriate notification procedure. The eligible COBRA participant must provide an election notice and premium payment to the District within 60 days of notification of their right to continue coverage.

3611 MEDICARE COVERAGE

All hires after April 1, 1986 are required by the passage of the Consolidated Omnibus Budget Reconciliation Act (COBRA), to contribute to the Medicare portion of the Social Security Program. Directors shall contribute 1.45% of their salary with the District matching the fund by contributing 1.45% of the Director's salary, unless changed by federal law.

3612 DEFINED CONTRIBUTION PENSION PLAN (401A – MONEY PURCHASE PENSION PLAN)

The only eligible participants in this Plan are MWDOC Board of Directors, MWDOC/MET Board of Directors and the General Manager.

~~Details of the plan are outlined in the Plan Document and Summary Plan Description. Contact Human Resources for additional information.~~

3613 DEFERRED COMPENSATION PLAN (457 Plan)

A voluntary non-qualified deferred compensation Section 457 plan is available to any eligible Director who elects, pursuant to the plan, to defer a portion of his or her compensation and who fulfills the requirements for participation in the plan. Information on the plan is available through Human Resources. The District does not make any contributions to this plan.

3614 COMPUTER LOAN PROGRAM

Interest-free loans to assist Directors with the financing of a personal computer system are available to Directors who have completed one year of service. Loans can be in amounts from \$300 to \$2,000.

3700 MWDOC-MET DIRECTOR BENEFITS

3701 DISABILITY LEAVE

3701.1 Short-Term Disability Leave

The District participates in the State of California, Employment Development Department (EDD) Disability Insurance program. Workers who suffer a loss of wages when they are unable to work due to a non-work-related illness or injury, pregnancy or childbirth, may be

eligible for disability insurance benefits. Generally, the program goes into effect on the eighth day of disability (since SDI requires a seven-day waiting period) up to a maximum of 52 weeks (as determined by EDD) based on the requirements of the Plan. Visit <http://edd.ca.gov/> for complete program details, eligibility, weekly benefit amount, exclusions, etc.

The weekly and maximum benefit amounts are based on the wages paid during a specific 12-month base period, which is determined based on the date the claim begins. ~~Use of sick leave accruals may be coordinated with the SDI benefit to make up the difference between disability benefits and an employee's regular pay. In cases where there is not sufficient sick leave to make up the difference, an employee may elect to use vacation and/or compensatory time off to supplement the difference.~~ The program is administered by the EDD, and Directors should seek clarification as to eligibility and scope of benefits from the EDD. EDD guidelines and rulings supersede any statement made herein.

3702 WORKER'S COMPENSATION (WORK-RELATED ILLNESS OR INJURY)

Whenever a Director sustains an injury or disability arising out of, and in the course of, District employment and requires medical care, the Director shall obtain treatment according to the provisions of the California Labor Code, sections 4600 et seq.

Directors are required to immediately report a work-related injury/incident to Human Resources. Human Resources shall ensure that the report is made.

This Program is administered by the Plan Administrator and Directors should seek clarification as to eligibility and scope of Worker's Compensation benefits. Administrator guidelines and rules supersede any statements made herein.

3703 RETURN TO WORK (RTW) FROM INDUSTRIAL INJURY OR ILLNESS

The decision to return a Director to work or place a Director back on the job, with or without modified work, shall be made by the District, independent of any decision made in the Workers' Compensation process.

The Director must obtain a release to work or be properly discharged from the medical provider utilized by the District prior to returning to his or her job.

3704 MEDICARE COVERAGE

All hires after April 1, 1986 are required by the passage of the Consolidated Omnibus Budget Reconciliation Act (COBRA), to contribute to the Medicare portion of the Social Security Program. Directors shall contribute 1.45% of their salary with the District matching the fund by contributing 1.45% of the Director's salary, unless changed by federal law.

3705 DEFINED CONTRIBUTION PENSION PLAN (401A – MONEY PURCHASE PENSION PLAN)

The only eligible participants in this Plan are MWDOC Board of Directors, MWDOC/MET Board of Directors and the General Manager.

Details of the plan are outlined in the Plan Document and Summary Plan Description.

~~Contact Human Resources for additional information.~~

3706 DEFERRED COMPENSATION PLAN (457 Plan)

A voluntary non-qualified deferred compensation Section 457 plan is available to any eligible Director who elects, pursuant to the plan, to defer a portion of his or her compensation and who fulfills the requirements for participation in the plan. Information on the plan is available through Human Resources. The District does not make any contributions to this plan.

4000 POLICIES, PROTECTIONS & PROCESSES

4000 - 4202

4100 EQUAL OPPORTUNITY EMPLOYMENT

It is the District's policy to provide equal employment opportunity for all applicants and employees. The District does not unlawfully discriminate on the basis of race and associated traits (including hair textures and hairstyles), color, religion, religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, (or is perceived to be transitioning), sex stereotyping, reproductive health decision making (protected under section 12920 of the Government Code in California), national origin, ancestry, citizenship, age (40 years and over), mental disability and physical disability (including HIV and AIDS), legally protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

Consistent with the law, the District also makes reasonable accommodations for disabled applicants and employees; for pregnant employees who request an accommodation [with the advice of their health care providers] for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

The District prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. The District also prohibits retaliation against a person who reports or assists in reporting suspected violations of this policy, cooperates in investigations or proceedings arising from a violation of this policy, or engages in other activities protected under this policy.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with Human Resources.

4101 REASONABLE ACCOMMODATION OF DISABILITIES

The District complies with the Americans with Disabilities Act of 1990, the state Fair Employment and Housing Act, and all laws governing the treatment of employees with

disabilities and the provision of protected medical leave when necessary. This policy protects any individual with a physical or mental impairment that limit major life activities such as walking, seeing, hearing, speaking, communicating, and caring for themselves provided the individual can perform the essential functions of the job safely and efficiently with or without reasonable accommodations. Depending on the particular employee's condition, this can include not only persons who traditionally have been regarded as disabled - such as those with impaired vision, hearing, or speech - but also those with "invisible" disabilities, such as AIDS or HIV-positive, cancer, or learning disabilities. These protections may apply if the individual currently suffers from a disability, or has a history or record of a disability, or is perceived by the employer to have a disability (even if that is not the case), or associates with persons with disabilities.

In accordance with the relevant laws, the District's policy strictly forbids all forms of intentional discrimination against qualified applicants or employees with disabilities, and requires reasonable accommodation if necessary, for such individuals to perform the essential functions of the job safely and efficiently, without serious risk to health and safety.

4101.1 Confidential Nature of Medical Diagnoses

Applicant or employee medical diagnoses and conditions are confidential, and the District prohibits any employee from attempting to require disclosure of such private information. Applicants or employees may be questioned only in the context of their ability to perform the essential functions of a particular job, and are not to be asked about specific diagnoses, medications, or if they are "disabled." Applicants or employees who indicate they have a physical or mental impairment that interferes with job performance will be directed to the interactive process and may be asked for medical certification of the purported limitation.

4101.2 The Interactive Process

The District is committed to making reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Applicants and employees who have disabilities or limitations affecting their ability to perform the essential functions of their job must inform the District of the issue and request an interactive process meeting to discuss possible accommodations. In many cases, the District will have no way of knowing whether an individual has a limitation unless he or she requests accommodation. Any applicant or employee who has physical or mental limitations that require an accommodation in order to participate in the application process or to perform the essential functions of the job should contact Human Resources and request such an accommodation. Human Resources shall engage the applicant or employee interactively to determine what, if any, reasonable accommodations are available.

The law requires only reasonable accommodation, which does not result in an undue hardship to the District or a direct threat to health and safety, and the individual must be able to perform the essential functions of the position. Whether a certain accommodation meets these standards must be determined on a case-by-case basis, after consultation with the individual and consideration of all the particular facts and circumstances.

4102 PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT

The District strictly prohibits and has “zero tolerance” for discrimination and harassment in any phase of the employment relationship and will investigate and take action as appropriate, including but not limited as to recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. This includes sexual harassment (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), as well as harassment, discrimination, and retaliation based on such factors as race, color, religion, religious creed (including religious dress and religious grooming practices), sex, national origin, ancestry, citizenship, age (40 years and older), mental disability and physical disability (including HIV and AIDS), legally-protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by federal, state, or local laws.

The District strongly disapproves of and will not tolerate harassment, discrimination, or retaliation against applicants, employees, interns, or volunteers by managers, supervisors, co-workers or third parties with whom employees come into contact, consistent with applicable law. Similarly, the District will not tolerate harassment, discrimination, or retaliation by its employees directed toward non-employees with whom the District’s employees have a business, service, or professional relationship (such as independent contractors, vendors, clients, volunteers, or interns).

4103 TYPES OF HARASSMENT

4103.1 Harassment includes, but is not limited to, the following:

➤ **Verbal Forms of Harassment**

Epithets, derogatory comments or slurs, propositions based upon a person’s protected status.

➤ **Physical Forms of Harassment**

Assault, impeding or blocking movement, grabbing, patting, leering, mimicking, taunting or any physical interference with normal work or movement when directed at an individual on the basis of their protected status.

➤ **Visual Forms of Harassment**

Derogatory posters, cartoons or drawings or emails based on a person’s protected status.

➤ Sexual Harassment

Conduct includes esing, but ~~is~~ not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct includes either an explicit or implicit condition of employment; (2) submission to or rejection of such conduct is used as the basis for an employment decision affecting the harassed employee; or (3) the harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Examples include unwelcome sexual propositions, hugging, kissing, or other offensive physical contact of a sexual nature; lewd gestures, remarks or innuendoes, unwelcome discussions of sexual practices or anatomy, and sexually offensive posters, photographs, drawings, cartoons, jokes, stories, nicknames, or comments about appearance.

Examples of Sexual Harassment: For the purpose of clarification, examples of what may constitute prohibited sexual harassment include, but are not limited to, the following:

- Making unsolicited sexual advances written, verbal, physical, or visual contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: derogatory comments, slurs, jokes, epithets. Physical examples: touching, assault blocking or impeding access, leering gestures, display of sexually suggestive objects or pictures, cartoons or posters.)
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. (For example, implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.)
- Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, or work environment of another employee.
- Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors. (Similar conduct when applied to other protected classes including but not limited to race, color, creed, national origin, age, disability, medical condition, religion, sexual orientation, or marital status may constitute harassment and a violation of this policy. For example, racial jokes or degrading comments about age or ethnic background can constitute harassment under this policy). Accordingly, in order to avoid the risk of discipline, such acts should be avoided in all circumstances.

4103.2 Internal Complaint Procedure

Any applicant or employee who believes that he or she has been the victim of sexual or other prohibited discrimination or harassment by co-workers, supervisors, clients or customers, visitors, vendors, Board Members or others must immediately notify his or her supervisor, or another supervisor or manager, depending on which individual the employee feels most comfortable contacting and the Director of Human Resources of the alleged conduct. In the event the complaint is against the Director of Human Resources, then the employee may report the incident to the General Manager or in the event the complaint is against the General Manager, the employee may report the incident to the Board President, Executive

Committee or the full Board of Directors. Complaints will be investigated by Human Resources or, where appropriate, a designated neutral party, and the complainant will be advised of the general outcome of the investigation. In each case, the employee reporting the problem will receive an oral or written reply from management on the general results of the investigation and that remedial action has been taken, if any.

4103.3 Option to Report to Outside Administrative Agencies

Applicants, officials, contractors and employees may file complaints about harassment or other employment discrimination with any of the local offices of the U.S. Equal Employment Opportunity Commission (EEOC) or the Civil Rights Department (CRD), whose addresses may be found in the local telephone directory.

The EEOC and CRD are authorized to accept and investigate complaints of employment discrimination and to mediate settlements. These agencies have authority to issue accusations against employers, conduct formal hearings, and award reinstatement, back pay, damages, and other affirmative relief. State and federal law also prohibit retaliation against employees because they have filed a complaint with the EEOC, CRD, or other relevant agency for participating in an investigation, proceeding, or hearing with the agency, or opposing any practice made unlawful by federal or state law.

4103.4 Corrective Action

If any violation of this policy is found to have occurred, the District will take appropriate corrective action which may include discipline against the individual(s) involved. Violations of this policy will likely result in immediate termination. See Section 5101 for further discussion of corrective actions.

If an employee is not satisfied with the reply presented by the Director of Human Resources, they may file a grievance pursuant to the steps outlined in the Grievance Procedures, Section 4200.

4103.5 Cooperation

All employees are required to cooperate fully and in good faith with the District in any investigation under this policy. Knowingly making a false charge of harassment or a false statement in connection with an investigation, or deliberately interfering with any such investigation, is also a violation of this policy and grounds for discipline, up to and including termination.

4103.6 Confidentiality

The District will attempt to keep complaints and investigations under this policy confidential to the greatest extent possible, but some disclosure may be necessary to conduct a proper investigation and take appropriate corrective action. Employees are encouraged to use discretion in discussing complaints or investigations under this policy with others since unnecessary disclosure may prevent a fair investigation.

4103.7 No Retaliation

No employee will be subject to any form of retaliation for reporting any violation or participating in any investigation under this policy truthfully and in good faith. Employees

who believe they have been retaliated against in violation of this policy should utilize the same complaint procedure described in Sections 4103.2 or 4200.

4103.8 Contractors, Consultants, Vendors, Customers and Other Third Parties

This policy applies to leased employees and individuals providing service to the District under contract such as consultants and other independent contractors. This policy also applies to vendors, customers and other third parties who are present in any workplace where District employees are performing duties (depending on degree of control that the District has over such individual).

4200 GRIEVANCE PROCEDURE

The grievance procedure provides a means for settling grievances or complaints that arise over the application of this manual as quickly as possible and at the lowest possible level of authority. Each step in the procedure must be completed before the next step may be taken. Failure to take the next step within the timeframes allotted herein will result in the conclusion that the prior step resolved the grievance and waiver of the right to continue the grievance. Grievance procedures are not used for contesting disciplinary actions or performance assessments, unless said actions are alleged to be pretextual.

A grievance must be filed within ten (10) calendar days of the occurrence of the event or within ten (10) calendar days following the date the grieving party could have reasonably known of the occurrence of the act or omission giving rise to the grievance. Any supervisor or other member of management who receives a grievance must notify Human Resources of the grievance as soon as practicable. The facts concerning the grievance and the grievance process are to remain confidential, to the extent possible given the requirements of District business.

4201 GRIEVANCE STEPS

The following are the "steps" utilized in grievance reporting. Grievances concerning the Director of Human Resources will be immediately reported to the General Manager. In ~~in~~ the event the grievance is against the General Manager or a Board Member, the employee may report the incident to the Board President, the Executive Committee or the full Board of Directors and the Director of Human Resources, pursuant to Step 4 as stated in this policy.

Step 1

The employee should initially try to resolve any item of concern informally with his or her direct supervisor. The direct supervisor should hold a conference with the employee as soon as reasonably practicable, following the employee's request and attempt to informally resolve the issue. If the grievance is against the direct supervisor, the matter shall be taken directly to Step- 2.

Step 2

If successful resolution is not reached in Step 1, the employee shall reduce his or her concern to writing and submit it to his or her department head. A copy of the formal written grievance must also be provided to Human Resources. This formal written grievance must

be submitted within ten (10) calendar days of the date of the occurrence giving rise to the grievance or the right to file a grievance is waived. The manager, or his or her designee, shall meet with the grievant, and after the initial meeting, the manager or his or her designee will investigate the complaint. This investigation may involve separate conversations or meeting of all parties at the manager's discretion.

The manager shall attempt to provide his or her written decision with ten (10) calendar days of the date of the first meeting with the employee.

Step 3

If the employee believes the decision of the manager does not adequately resolve the issue, the employee may submit a written appeal of that decision to the General Manager. This appeal must be submitted within ten (10) calendar days of the date of the manager's written decision or the right to appeal is waived. The General Manager shall meet with the grievant and, after the initial meeting, the General Manager or his or her designee will investigate the complaint. This investigation may involve separate conversations or meeting of all parties, at the General Manager's discretion. The General Manager shall attempt to provide his or her written decision with ten (10) calendar days of the date of the first meeting with the employee.

Step 4

In order to submit an appeal to either the Board President, the Executive Committee or full Board of Directors, an employee must first go through Steps 1 through 3. If the employee believes the decision of General Manager does not adequately resolve the issue, the employee may request reconsideration. The written request must be submitted within ten (10) calendar days of the General Manager's decision. The Board President, Executive Committee or full Board of Directors will be furnished with the then-existing written record. The Executive Committee or full Board of Directors will meet as soon as practicable to consider the grievance. The Executive Committee or full Board of Directors may, in its discretion, rely on the existing record or conduct a hearing in whatever way deemed appropriate under the circumstances. The Committee or full Board of Directors may call any witnesses or parties, if it deems such testimony necessary. If the employee desires, he or she may be represented. The ~~decision of the~~ Executive Committee or full Board of Directors shall attempt to provide its decision in writing within ten (10) calendar days of its review of the existing records or the close of ~~the any~~ hearing. The action of the Executive Committee or full Board of Directors is final and binding.

4202 PERSONNEL FILES

The District recognizes the confidentiality of personnel information and its obligation to maintain procedures to ensure the integrity of such files. Employees have the right to inspect or receive a copy of the personnel records. Any request to inspect or copy personnel records must be made in writing to Human Resources. If an employee requests a copy of the contents of their file, they will be charged the actual cost of copying. Employees can obtain a form for making such a written request from Human Resources.

Employees may designate a representative to conduct the inspection of the record or receive a copy of the records. However, any designated representative must be authorized by the

employee in writing. ~~MWD OG~~The District may take reasonable steps to verify the identity of any representative and the scope of the authorization.

The personnel records may be made available to the employee either at the place where they work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available within the timeframe required by law; typically not later than 21 days.

Unauthorized disclosure of personnel information to outside sources, other than the employee's designated representative is prohibited and may form the basis of discipline. However, ~~MWD OG~~the District will cooperate with a request from authorized law enforcement or local, state, or federal agencies conducting official investigations as legally required.

5000 BEHAVIOR & CONSEQUENCES

5000 - 5309

5100 STANDARDS OF CONDUCT

The following examples are given in order to provide some guidance concerning unacceptable behavior. If the District chooses to correct an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples:

1. Actions contrary to the rules and policies of the District, including but not limited to the safety rules set forth in the District's Illness Injury Prevention Program (IIPP).
2. Inefficiency, incompetence, inattention to or dereliction of duty, failure to perform assigned duties in a satisfactory manner.
3. Insubordination or failure to comply with District rules and policies.
4. Accepting gratuities or tips.
5. Dishonesty.
6. Theft or unauthorized use of District property.
7. Fighting, threat of injury, or horse play while on duty or on District premises.
8. Frequent or habitual tardiness, unexcused absences or unsatisfactory attendance.
9. Conducting non-District business activities during working hours.
10. Harassment or discrimination in any form.
11. Consumption of alcoholic beverages or drugs while on duty or on District premises.
12. Being under the influence of alcohol or drugs while on duty.
13. Use of, possession of, or transfer or sale of, non-prescribed drugs or narcotics while on duty or on District premises.
14. Disorderly, indecent or immoral conduct while on duty or while in District uniform.
15. Discourteous treatment of the public or other District employees.
16. Issuance of defaming or derogatory remarks, unrelated to performance issues, regarding a co-worker's character or personal life.
17. Conviction of any felony or of a misdemeanor involving moral turpitude, dishonesty or immoral conduct.
18. Unauthorized absence from work or excessive absences and tardiness.
19. Neglect of duty.
20. Actions incompatible with or offensive to the image or the goals of the District.
21. Failure to follow safe working practices.
22. Failure to report an injury or accident promptly.
23. Failure to report significant unsafe working practices to supervisor.
24. Misrepresentations in obtaining employment with or promotion within the District.
25. Misuse of District money or resources.
26. Falsification of forms, records, or reports; including, but not limited to, time sheets, employment applications and District documents.

27. Possessing or bringing firearms or weapons onto District property.
28. Destroying or willfully damaging District or employee property, records, or other materials.
29. Unauthorized opening or tampering with locks in desks, doors, cabinets, etc., or unauthorized use or duplication of keys.
30. Failure to immediately report the loss of driving privileges due to suspension, withdrawal, forfeiture, or confiscation by any authorized party, including court of law or the California Department of Motor Vehicles, by employees who must maintain such a license as a condition of employment.
31. Failure to maintain license or certification required for position. An employee will be subject to discipline, up to and including termination without progressive discipline, for the failure to maintain a license or certification required for that employee's job duties.
32. Violation of any established District rule, policy, or procedure.

These rules do not list every imaginable form of misconduct, and employment may be terminated due to lack of work, reorganization, or for any other reason in the discretion of the District. Corrective action or discipline is left to the sole discretion of the District, and nothing in this Manual requires the District to issue a warning or suspension prior to discharging any employee.

5101 CORRECTIVE ACTIONS

A range of corrective or disciplinary actions are available to the ~~General Manager and the Board of Directors~~ District for application to employee cases based on administrative investigation and processes. These include but are not limited to:

- Formal Counseling
- Mandatory Training
- Verbal Warning/Reprimand
- Written Warning/Reprimand
- Formal Improvement Plan
- Suspension with Pay
- Suspension without Pay
- Reassignment
- Demotion
- Dismissal

The focus of the corrective action program is to make a positive improvement on behavior where possible but to impose consequences when necessary. The goal is to maintain a professional, respectful, safe, productive, and equitable work environment for everyone at ~~MWD OG~~ the District.

5200 DRUG AND ALCOHOL FREE WORKPLACE

5201 GENERAL PROHIBITION AGAINST USE OR POSSESSION

At no time shall employees use, possess, carry, or transport alcoholic beverages, non-prescribed drugs, narcotics (including marijuana, whether obtained via prescription or not), or any other regulated item during working hours or on District premises, nor shall an employee

report for work under the influence of alcoholic beverages, non-prescribed drugs or narcotics (including marijuana, whether obtained via prescription or not).

Human Resources may request information in written form from a doctor certifying that any prescribed drugs or medication that an employee is taking will not affect the employee's performance or the safety of the employee or others. Such use or possession is absolutely forbidden and will result in discharge or other discipline as the District deems appropriate.

PLEASE NOTE: Despite Proposition 64's legalization of marijuana under California law, it is unlawful for employees to possess, and be impaired, or use marijuana on the job. Furthermore, the District still considers marijuana an illegal drug for purposes of this policy and any use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of marijuana including being under the influence ~~impaired~~ while at work or testing positive for the presence of the psychoactive chemical compounds of marijuana are grounds for discipline, up to and including termination. ~~Any positive test for marijuana—regardless of level of intoxication—is grounds for termination.~~

With prior approval of management and in management's sole discretion, the District may allow employees to consume moderate amounts of alcohol at District-sponsored social events outside of normal business hours where such use is appropriate in the circumstances or possess or transport alcohol for use at District sponsored events.

5202 PRESCRIPTION DRUGS

Where the usage of a drug, even where the drug is prescribed, affects District safety or an employee's ability to perform the essential functions of his or her job, the affected employee must notify the District. In the event there is a question regarding an employee's ability to perform assigned duties safely and effectively while under the influence of prescribed drugs, clearance from a licensed health care provider may be required before the employee is allowed to resume the employee's regular duties.

5203 DRUG & ALCOHOL TESTING

It is the policy of the District to prohibit its employees from using or being under the influence of alcohol or illegal drugs (including, without limitation, marijuana – whether or not the employee maintains a prescription for the same) in connection with their employment, as it constitutes a threat to the safe and efficient performance of employee's duties. At no time shall any employee be under the influence of any controlled drug or alcohol while on the job. (Employees who are taking medication pursuant to a physician's prescription ~~—other than for medical marijuana—~~ who ~~hashave~~ also certified that they may perform their duties without jeopardizing the health or safety of others will not be considered to have violated this policy for taking such prescription medicine within the range prescribed.)

5203.1 Prohibitions

The following conduct is prohibited and may result in discipline, up to and including termination:

- Using or possessing alcohol or any illegal drug (including being impaired from use of marijuana, whether or not the employee maintains a prescription for the same) while on duty;
- Reporting for duty or remaining on duty when the employee used alcohol or controlled substance, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance (~~other than medical marijuana~~) does not adversely affect the employee's ability to safely operate a vehicle or otherwise perform the employee's job;
- Reporting for duty or remaining on duty if the employee tests as having a blood alcohol concentration of 0.04 or greater (or a blood alcohol concentration of 0.02 if the employee's duties require him or her to possess a valid Class A driver's license or otherwise be subject to the 0.02 limitation);
- Reporting for duty or remaining on duty if the employee tests positive for controlled substances (including testing positive for the presence of the psychoactive chemical compounds of marijuana, whether or not the employee maintains a prescription for the same);
- Refusing to submit to any alcohol or controlled substances test required by this Policy. An employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who failed a blood alcohol test or tested positively for a controlled substances test. A "refusal to submit" to an alcohol or controlled substances test required by this Policy includes, but is not limited to:
 - An explicit or implied refusal to provide a urine sample for a drug test;
 - An inability to provide a urine sample without a valid medical explanation;
 - A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
 - An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
 - Tampering with or attempting to adulterate the urine specimen or collection procedure;
 - Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested; or
 - Leaving the scene of an accident without a valid authorization.

Employees are obligated to report violations of this Policy to Human Resources. In addition to the above prohibitions, employees are reminded of their obligations under the Federal Drug Free Workplace Act of 1988. All employees covered by this Policy have previously been provided with a copy of the District's Drug Free Workplace Statement and have signed an acknowledgment that they have read the Statement and agree to comply with it.

5204 PRE-EMPLOYMENT TESTING

Applicants for positions designated as "safety sensitive" will be required to submit to pre-employment drug and/or alcohol testing.

5205 REASONABLE SUSPICION TESTING

All employees may be required to submit to an alcohol or drug test if a supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. Reasonable suspicion shall be reported to Human Resources which shall

arrange the testing. The observation should generally be based on -short-term indicators, such as behavior that is inconsistent with the normal work status and including, but not limited to, blurry vision, slurred speech or alcohol on the breath. Reasonable suspicion alcohol and drug testing will generally be administered within two (2) hours of the observation. If not, the supervisor should provide written documentation as to why the test was not promptly conducted.

5206 POST-ACCIDENT TESTING

Employees will be required to undergo alcohol or controlled substance testing if they are involved in an on-duty accident and the District has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances.

In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; and the employee receives a citation under State or local laws for a moving traffic violation arising from the accident. Following an accident, the ~~safety-sensitive~~ employee will be tested as soon as practicable (generally within 2 hours), but not to exceed eight (8) hours for alcohol and thirty-two (32) hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and subject to termination. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but any other covered employees whose performance could have contributed to the accident.

5207 RETURN TO DUTY TESTING

All employees who have failed an alcohol test or tested positive for controlled substances, if retained, are unable and unfit to report to work until it can be verified that they are not under the influence of alcohol or controlled substances. Employees must be certified as being fit for duty and evaluated and released to duty by the Substance Abuse Professional (SAP) before being allowed to return to duty.

5207.1 Consequences of Failing an Alcohol or Drug Test

A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination, even for a first offense. The District also reserves the right to discipline or terminate an employee convicted of an offense which involves the use, distribution, or possession of illegal drugs ~~(including medical marijuana)~~. If an employee is not terminated, the employee:

- Must be removed from performing any job function and immediately placed in an unpaid status for 1 day (unless they elect to use paid leave). If the employee does not obtain a fitness for duty certification within that day, or if the employee fails his or her alcohol or drug test, the employee shall remain on unpaid leave (unless they elect to use paid leave) until reinstatement or termination of employment;
- Must submit to an examination by a substance abuse professional. Upon a determination by the substance abuse professional, the employee may be required to

undergo treatment for his or her alcohol or drug abuse. The District is not required to pay for this treatment;

- Shall not be returned to his or her former position until the employee submits to a return-to-duty controlled substance or blood alcohol test (depending on which test the employee failed) which indicates an alcohol concentration level of less than 0.02 or a negative result on a controlled substance test; and
- Will be required to submit to unannounced follow-up testing if he or she has been returned to his or her position.

5207.2 Compliance with State or Federal Law

At all times, the District will comply with current applicable state or federal law concerning drug and alcohol testing. Issues or inconsistencies that are not addressed in this Policy will be determined by referring to state or federal law and regulations governing drug and alcohol testing. The District reserves the right to make changes to this Policy at any time, for the purpose of complying with state or federal laws and regulations as it exists now or as it may be amended.

5207.3 Procedures for Drug Testing

The District will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. The District will pay the cost of the test and reasonable transportation costs to the testing facility. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. All drug testing will be performed by urinalysis unless some other form of test is determined by the District or the clinic or laboratory to be more appropriate. Initial screening will be done by EMIT II. Positive results will be confirmed by gas chromatography/mass spectrometry or as otherwise appropriate. The clinic or laboratory will inform the District as to whether the applicant passed or failed the drug test. If an employee fails the test, he or she will be considered to be in violation of this Policy and will be subject to discipline accordingly.

The District maintains the right to require any employee to re-submit to testing, pursuant to the same terms and procedures as set forth for the initial test, where the employee's initial test results are inconclusive because of a diluted sample or any other reason.

5208 DRUG AND ALCOHOL REHABILITATION PROGRAMS

Employees may not avoid discipline or termination for violation of the District's Drug and Alcohol Free Workplace Policy by seeking leave to attend rehabilitation after a violation has occurred. However, prior to any violation, employees may contact Human Resources for information about the District's Employee Assistance Program.

5300 OFFICE EQUIPMENT POLICY

The District provides a wide variety of office and telecommunications equipment for employee use, including telephones with voice mail, computers with email and internet access, fax machines, photocopiers, postage meters, and other equipment. All employees are expected to comply with this policy when using any of this office equipment.

5301 BUSINESS USE ONLY

All office equipment is intended strictly for business use in the course of performing assigned duties and responsibilities. All office equipment, as well as the content of voicemail, email, and other files, are District property. We recognize that some personal use cannot be avoided, as in the case of family, personal, or medical emergencies, but employees have no expectation of privacy of such messages. All such personal use should be kept to an absolute minimum and must not interfere with work performance.

XXXX INTERNET USE

The District provides all employees with Internet access on District owned computers and mobile devices. Internet access is primarily for official purposes and compliance with all applicable laws and regulations is mandatory. The use of agency resources for personal gain or illegal activities is strictly prohibited. Limited personal use is allowed during non-work hours if it does not interfere with official duties.

Respect for the privacy and rights of others is paramount, and users are expected to maintain security by safeguarding their accounts and reporting suspicious activities. Prohibited activities include accessing illegal content, personal financial gain, unauthorized software, and excessive bandwidth use. Violations may lead to loss of access privileges or disciplinary actions.

5302 DISTRICT'S RIGHT OF ACCESS AND EMPLOYEE PRIVACY

All District voicemail, email, hard drives, and other electronic data storage is solely the property of the District, regardless of the nature of the email, physical location, or how maintained. The District, as owner has at all times the right to access all email, voicemail, or other data, including email protected by security measures. Human Resources may access email within any department or office. When necessary, assistance in obtaining authorized access shall be provided by the IT Administrator.

The accessing of a department's email shall be coordinated with the department's Manager, unless Human Resources determines that the access should remain confidential. Email users shall cooperate in the access of email when requested by Human Resources. Employees should be aware that, as a public entity, all communications and data within the District's possession is potentially subject to a Public Records Act request. No employee has an expectation of privacy in any District email account, voicemail, hard drive, or other electronic data storage device.

5303 PASSWORDS AND SECURITY MEASURES

The District requires employees to use passwords or other security measures on its office equipment in order to channel communications to the proper persons. Unless authorized by Human Resources pursuant to District business, employees are expected to honor passwords and other security measures, and are not to access information unless it was intended for them. Passwords will adhere to strong complexity standards, remain unique for each system/account, and securely stored to protect District systems and sensitive information. The

District retains the right to override passwords and other security measures in order to assure full access to all office equipment. Employees must comply with all District requests for access to District-owned equipment, communications, or data.

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5304 UNLAWFUL HARASSMENT OR DISCRIMINATION

Employees are forbidden from using the District's office equipment for any form of unlawful harassment or discrimination based on race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, age, pregnancy or childbirth, religion, political beliefs, disability, marital status, veteran status, or any other criteria prohibited by District policy or applicable law.

5305 OTHER MISCONDUCT

Use of office and telecommunications systems is subject at all times to all other District rules concerning employee conduct. Under no circumstances are these systems to be used for pornography, gambling, sports, shopping, stock trading, hobbies, criminal or fraudulent activity, buying or selling goods and services, outside activities, or any other non-work related purpose.

5306 CONFIDENTIAL INFORMATION

Employees are expected to use special caution in handling any confidential or proprietary information. In general, email should not be used to transmit confidential information outside of the District unless extraordinary precautions are taken to assure confidentiality.

5307 GOOD JUDGMENT

Employees are expected to exercise good judgment and professional demeanor when using the District's voicemail, email, or internet systems, and must resist the temptation to use these systems for any purpose that violates this policy even when a client, applicant, or vendor initiates or welcomes inappropriate messages. Employees should not forward chain letters that are sent by email, even if they appear to be for a legitimate cause. Employees must also be careful in the overall tone and content of all messages they send. Unprofessional messages can prove embarrassing when read by an unintended recipient. Emails should include a clear and concise subject line for easy identification. They should be kept to a minimum in length, and proofread carefully before being sent.

5308 INTELLECTUAL PROPERTY RIGHTS

The District's computer systems are not to be used to violate or infringe copyrights, trademarks, or other intellectual property rights of third parties. Employees are forbidden from installing or downloading software on to the District's computer system without authorization of management and the IT Administrator and must refrain from utilizing trademarks or other copyrighted material without proper permission from the owner.

XXXX ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGIES

It is the District's policy to conduct responsible and ethical use of artificial intelligence (AI) technologies that can produce text, video, images, and other types of content . The primary objective is to ensure the lawful, accountable, and transparent deployment of AI systems while safeguarding individual rights, data rights, and agency reputation.

This AI policy includes, but not limited to:

- Data Privacy and Security: staff must comply with all data privacy and security standards, including protecting personally identifiable, protected health, and sensitive information.
- Informed Consent: Members of the public should be informed when they are interacting with an AI tool and have an opt-out alternative.
- Responsible Use: AI tools and systems shall only be used in an ethical manner.
- Avoiding Bias: AI practices should be monitored for bias and regularly reviewed to ensure fairness and accuracy.
- Decision Making: AI tools should not be used to make impactful decisions.
- Accountability: Employees are solely responsible for ensuring the quality, accuracy, and regulatory compliance of all AI generated content utilized in the scope of employment.

The District continues to monitor AI platforms and provide more guidance as the technology evolves, including potential changes to the policy for acceptable uses.

5309 PENALTIES

Any violation of this ~~p~~Policy can result in immediate termination or other discipline.

5310 HEALTH AND SAFETY

The District is concerned about the health and safety of all employees. Employees are expected to share that concern by practicing safe working habits for their own benefit, as well as that of their fellow employees.

The District policy and federal law require that employees be provided with the proper tools and equipment necessary to accomplish their work assignments in a safe manner and a workplace free from recognized safety hazards. Employees must immediately notify their supervisor of any safety risks they are aware of in their work area.

Under California law, in the event of an emergency condition, the District will not take or threaten adverse action against any employee for refusing to report to, or leaving, a workplace because the employee has a “reasonable belief that the workplace is unsafe.” The law requires employees to, “when feasible,” notify employers in advance of the emergency condition that requires they either leave the workplace or refuse to report to work. If it’s not feasible, then the employee must notify the employer as soon as possible.

In accordance with applicable law, the District has adopted an Illness and Injury Prevention Program Plan (IIPP) which sets out the Districts safety policies and practices in more detail.

Under this policy, “emergency condition” means conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act. ~~And,~~ an order to evacuate a workplace, worksite, worker’s home, or the school of a worker’s child due to natural disaster or a criminal act.

Under this policy, “a reasonable belief” ~~means~~ that the workplace or worksite is unsafe” means that a reasonable person, under the circumstances known to the employee at the time, would conclude there is a real danger of death or serious injury if that person enters or remains on the premises. The existence of any health and safety regulations specific to the emergency condition and an employer’s compliance or noncompliance with those regulations shall be a relevant factor if this information is known to the employee at the time of the emergency condition or the employee received training on the health and safety regulations mandated by law specific to the emergency condition.

AT-WILL AGREEMENT

Acknowledgment of Personnel Manual Receipt and Compliance

I agree that I am employed by the Municipal Water District of Orange County on an at-will basis, and that my employment can be terminated at any time with or without cause or advance notice either by me or the District. I maintain no right to any due process hearing or so-called Skelly process prior to separation from employment or discipline.

I also acknowledge that I have received a copy of the Personnel Manual and have read, understood, and agree to comply with all of its provisions. I acknowledge that the District retains the right and sole discretion to modify, delete, or add to any of the policies set forth in the Personnel Manual, though I will be apprised of any such changes. I acknowledge that this agreement for employment at-will can be amended or modified only in a written contract signed by me and an authorized representative of the Board of Directors. I understand that no other party or entity has the authority to modify, delete, or add to the policies in the Personnel Manual or to change the at-will nature of my employment, and that in the event of a conflict between the terms of the Personnel Manual and anything told to me by a supervisor or co-employee, the terms of the Personnel Manual shall control.

Employee Signature

Printed Name

Date

NOTE: This original signed document is to be filed in the employee's personnel file

EMPLOYEE DESIGNATIONS – MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

The designations of employees ~~into~~ the categories of EXEMPT; Not eligible for Overtime and NON-EXEMPT; eligible for overtime shall be in accordance with the FLSA and with the approval of the General Manager. The General Manager shall revise the designations as necessary in compliance with the FLSA and District policy. The designations are noted on the MWDOC Pay Structure which can be found ~~on the District's website~~ or employees may contact Human Resources.

DISTRICT PAY STRUCTURE – MUNICIPAL WATER DISTRICT OF ORANGE COUNTY –

This document can be found on the District's website ~~or contact Human Resources.~~

DISTRICT ORGANIZATIONAL CHART - MUNICIPAL WATER DISTRICT OF ORANGE COUNTY – This document can be found on the District's website ~~or contact Human Resources.~~



GENERAL MANAGER REPORT OF STAFF ACTIVITIES

March 2024

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

MEMBER AGENCY MANAGERS MEETING

MWDOC held its Member Agency Managers' meeting at its office in Fountain Valley on Thursday, February 22, 2024.

In attendance: Rudy Correa – Brea, Mike McGee - Buena Park, David Youngblood – East Orange County WD, Dennis Cafferty - El Toro WD, Mark Sprague – Fountain Valley, Cel Pasillas – Garden Grove, Ken Vecchiarelli & Toby Moore – Golden State Water District, Alvin Papa – Huntington Beach, Paul Weghorst & Jose Zepeda – Irvine Ranch Water District, Dean Chambers – La Palma, Stacy Taylor – Mesa Water District, Laura Rocha, Johnathan Cruz & Kaden Young – Moulton Niguel Water District, Mark Vukojevic – Newport Beach, Sonny Tran & Jose Diaz – Orange, Chris Olsen & John Kennedy – Orange County WD, Dustin Burnside & David Rebensdorf - San Clemente, Kyle Gough – San Diego County Water Authority, Iris Lee – Seal Beach, Rick Shintaku - South Coast WD, Fernando Paludi & Mike Perea – Trabuco Canyon Water District, Jason Churchill & Mike Chandler – Tustin, David Rebensdorf & Dustin Burnside – San Clemente, Scott Miller – Westminster, Doug Davert – Yorba Linda WD

Staff in attendance: Harvey De La Torre, Melissa Baum-Haley, Heather Baez, Sarina Sriboonlue, Janine Schunk, Rachel Davis

General Meeting Information/Discussion Items:

- Draft Board Agendas
- MWDOC 1st Draft Budget
- MET Budget
- California Data Collaborative
- Water Loss Control Annual Choice Elections
- Engineering Update

Announcements:

- MWDOC Joint Board Workshop - MET Budget Presentation March 6th

Report Items

- Monthly GM Report
- Legislative Reports
- WEROC Matrix
- Grant Funding Opportunities
- Additional Reports or Materials

The next meeting is scheduled for March 21, 2024.

ENGINEERING & PLANNING

LEAD AND COPPER RULE REVISIONS – LEAD SERVICE LINE INVENTORY CHOICE PROGRAM

In mid-March 2023, multiple agencies requested MWDOC's assistance in complying with the U.S. Environmental Protection Agency (EPA) Lead and Copper Rule Revisions (LCRR) - Service Line Inventories, which all water systems are required to complete and submit to the primacy agency (for California it is the State Water Resources Control Board - SWRCB) by October 16, 2024.

On June 19, 2023, MWDOC posted an RFP for technical assistance with multiple agencies' service line inventories with the expectation that consultants provide volume discount rates for agencies under a Choice (Shared Services) Program.

On September 20, 2023, the MWDOC Board approved the award of a contract to Hazen and Sawyer (Hazen).

The shared services program has 13 participating agencies, each with a customized scope of work.

The project remains on schedule. Hazen continues to review available agency information and plans to complete the preliminary initial inventory based on records review in March 2024.

On November 30, 2023, the U.S. EPA announced draft rule changes to the LCRR which are known as the Lead and Copper Rule Improvements (LCRI). The LCRI proposes significant changes to the LCRR both in terms of changed requirements and timelines. The public comment period for the proposed LCRI ended in early February 2024. MWDOC participated in the AWWA/CMUA workshops to provide input on the compliance realities of the LCRI. Hazen met with SWRCB staff to obtain clarity on how it will interpret and what requirements it will have as the primacy agency in California.

On February 20, 2024, Hazen and MWDOC staff held a workshop to provide the 13 participating agencies with the LCRR project status and an update to the LCRI. MWDOC staff continue to closely follow the LCRI and will update participating agencies as requirements become closer to being finalized.

SHUTDOWNS

AMP Prestressed Concrete Cylinder Pipe (PCCP) Inspection and Rehabilitation

MET conducted an inspection of the PCCP sections of the AMP down-gradient of OC-70 in October/November 2023 to assess the condition of the high tensile strength prestressed structural steel wire in the pipe. MET staff provided a presentation on the

AMP Rehabilitation Project at the Joint Board Workshop on January 3, 2024
(presentation available at:

<https://www.mwdoc.com/wp-content/uploads/2023/11/MWDOC-AMP-Inspection-Update.pdf>)

In response to the findings of the November 2023 PCCP inspection, MET initiated Special Operation Conditions (SOC) for the AMP to reduce pressure on the pipeline, which is currently in place.

An extended AMP shutdown from January 14 – 18, 2024, in conjunction with the Diemer shutdown, was completed to conduct additional inspections and to upsize a bypass line at OC-88 to allow for additional pressure reductions on reaches of the AMP below OC-70. Due to supply chain issues, additional pressure reductions are anticipated to begin in early March 2024.

Additional AMP Shutdowns

April 5 – 25, 2024 - A shutdown is scheduled for the reaches down gradient of OC-70 to complete PCCP repairs between OC-70 and OC-88. Additionally, a bulkhead will be installed downgradient of OC-88, which, upon completion, will allow the AMP from Diemer through OC-88 to return to normal operations.

April 26 – December 31, 2024 – The reaches below OC-88 (downgradient of the bulkhead) will remain dry to allow permanent repairs to the most critical PCCP segments in the lower reaches of the AMP. Affected agencies have coordinated extensively with each other, neighboring agencies, MET, and MWD OC to accommodate the extended shutdown through 2024. The planned use of the AMP through OC-88 into the South County Pipeline, the Baker Water Treatment Plant, EOCF#2, ATM, OC Feeder, El Toro Reservoir, Upper Chiquita Reservoir, as well as local resources are all being used extensively to support this shutdown.

Lake Mathews

MET has scheduled a 2-day shutdown of Lake Mathews for March 12-13, 2024, to complete the Department of Safety of Dams (DSOD) required inspections and testing of the slide gates. The following pipelines will be impacted by this shutdown:

- East OC Feeder #1 and
- Santiago Lateral

EMERGENCY PREPAREDNESS

FEBRUARY EVENTS

- February Storms

The February Storms required effort from the WEROC Office in support of the Member Agencies preparing for the atmospheric rain event. There were no reported incidents.

COORDINATION/PARTICIPATION WITH MEMBER AGENCIES AND OUTSIDE AGENCIES MEETINGS OUTSIDE OF PROGRAMS AREAS AND EMERGENCY RESPONSE

- On 2/1, Janine attended the monthly Orange County Emergency Management Organization (OCEMO) meeting.
- On 2/14, Janine attended the Emergency Management Council (EMC) Quarterly Meeting.

PLANNING AND PROGRAM EFFORTS

AWIA & Hazard Mitigation

The “Choice” Program RFP will have a scope of work to include the Risk Assessment, Emergency Response Plan Update, and Hazard Mitigation was launched on February 12, 2024. The question submission deadline was February 26, with WEROC fielding questions for prospective contractors. The proposal submission deadline is Friday, March 8, 2024. The RFP will be brought to the MWDOC Board of Directors for approval, most likely in April.

Cyber Security and OCIAC Partnership

WEROC continues to send out important information to the Cyber Security Distribution Group as received from DHS or the OCIAC.

WEROC has been providing information to the member agencies as required about highlighted threats to the water industry and other current world events as required.

Regional Fuel Project

Work is continuing on this project.

Regional Mapping Project

Janine continues to work on the revision and update of the 2018 WEROC Map Atlas and Public Safety Power Shut Off (PSPS) map project. This project will go into FY 24/25

Regional Water Distribution Plan

This will be done in 5 regions of OC based on the County Board of Supervisor Districts. Tabletop Exercises will be conducted in Q2/3 of 2024.

Training and Exercises

Janine hosted an AlertOC Virtual Training for WEROC's Member Agencies on February 1, 2024. This training was taught by a representative from the OC Sheriff's Emergency Management Department.

Janine hosted a WebEOC Virtual Training for WEROC's Member Agencies on February 29, 2024. This training was taught by a representative from the OC Sheriff's Emergency Management Department.

Vicki will be working with agencies on scheduling both exercises and training in May and June after Vicki's return.

MET ITEMS CRITICAL TO ORANGE COUNTY

MET FINANCE AND RATE ISSUES

Water Transactions for December 2023 (for water delivered in October 2023) totaled 114.0-thousand-acre feet (TAF), which was 39.6 TAF lower than the budget of 153.6 TAF and translates to \$112.6 million in receipts for December 2023, which was \$37.5 million lower than the budget of \$150.1 million.

Year-to-date water transactions through December 2023 (for water delivered in May 2023 through October 2023) were 634.5 TAF, which was 218.3 TAF lower than the budget of 852.8 TAF. Year-to-date water receipts through December 2023 were \$640.9 million, which was \$225.3 million lower than the budget of \$866.2 million.

MET'S SUPPLY CONDITION UPDATE

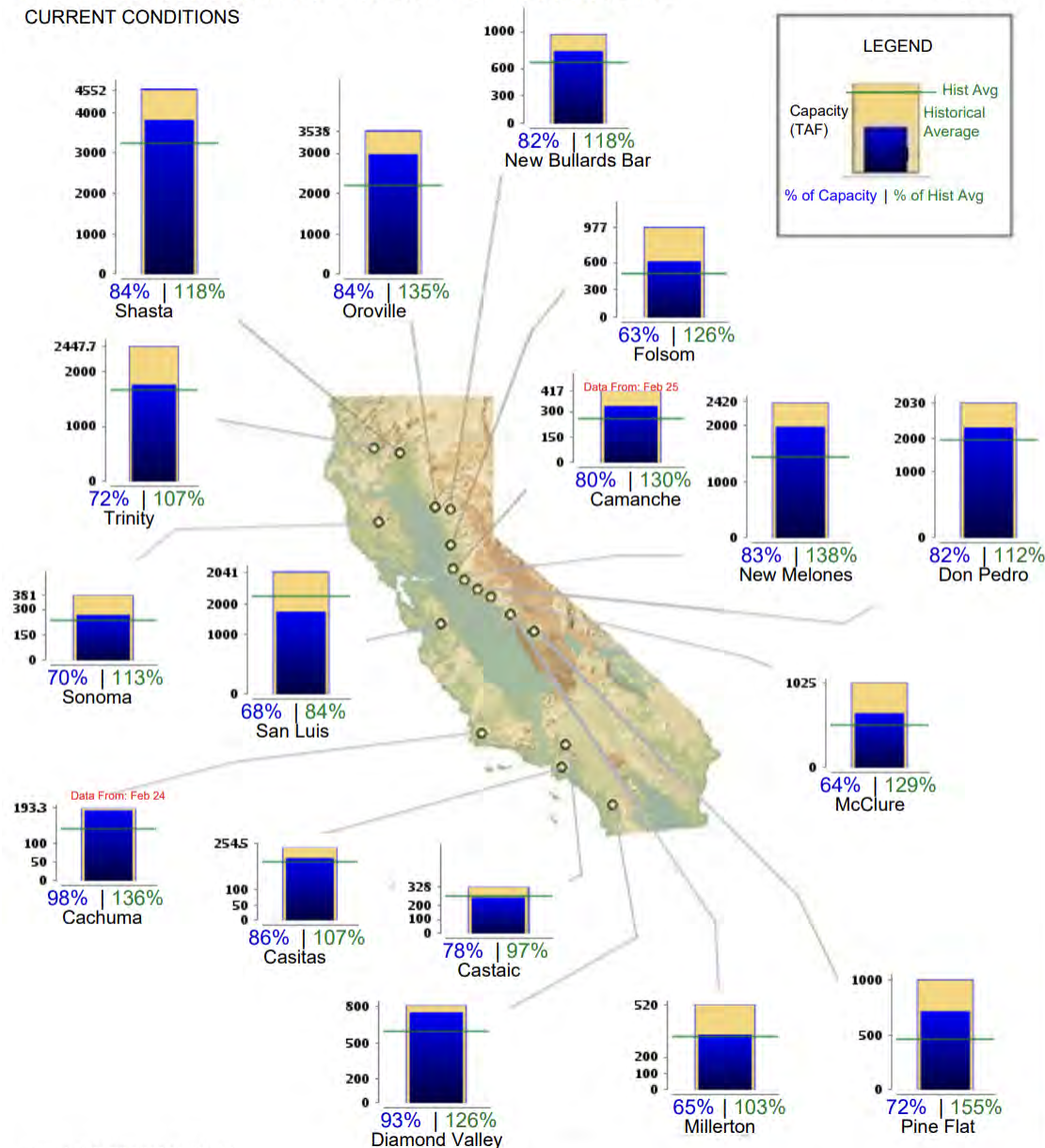
The 2023-24 Water Year (2023-24 WY) officially started on October 1, 2023. Thus far, Northern California accumulated precipitation (8-Station Index) reported **32.8. inches or 94% of normal** as of February 27th. The Northern Sierra Snow Water Equivalent was **23.3 inches on February 26th**, which is **93% of normal** for that day. The Department of Water Resources (DWR) in February has increased the State Water Project (SWP) initial **"Table A" allocation for WY 2023-24 at 15%.**

The Upper Colorado River Basin accumulated precipitation is reporting **13.2 inches or 97% of normal as of February 26th**. On the Colorado River system, snowpack is measured across four states in the Upper Colorado River Basin. The Upper Colorado River Basin Snow Water Equivalent was **12.4 inches as of February 37th**, which is **83% of normal** for that day. Due to the below-average inflows into Lake Powell over the past several years, the United States Bureau of Reclamation **declared a shortage at Lake Mead that has been ongoing since January 1st, 2022.** As of February 2024, **there is a 100% chance of shortage continuing in CY 2024, a 93% chance in CY 2025, and an 83% chance in CY 2026. In addition, there is a 10% chance of a California shortage in 2026.**

As of February 26th, Lake Oroville storage is at **84% of total capacity and 135% of normal**. San Luis Reservoir's current volume is 68% of the reservoir's total capacity and **84% of normal**.

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS CURRENT CONDITIONS

Midnight - February 26, 2024

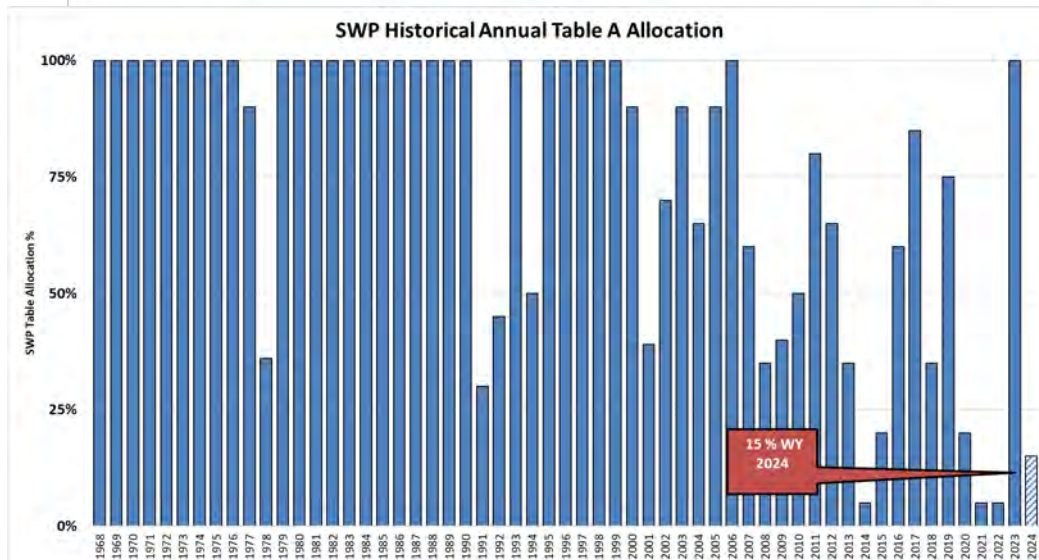
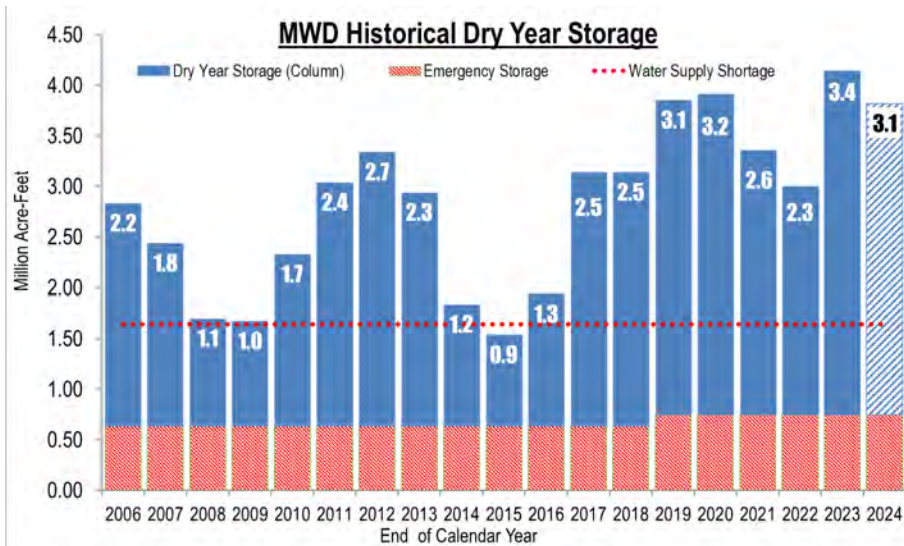


Updated 02/27/2024 09:18 AM

With CY 2024 estimated total demands and losses of 1.558 million acre-feet (MAF) and with a 15% SWP Table A Allocation, Metropolitan is projecting that demands will exceed supply levels in Calendar Year (CY) 2024. Based on this, the estimated total dry-year storage for Metropolitan at the end of **CY 2024 will decrease to approximately 3.1 MAF.**

A projected dry-year storage supply of **3.1 MAF would be approximately 2.1 MAF from a typical level where Metropolitan's goes into Water Supply Allocations.** A large factor in maintaining a high water storage level is lower than expected water demands. We are seeing regional water demands reaching a 40-year low. **However, with a majority of MWD's water supplies stored in Lake Mead and with still a 5-**

year shortage projection at Lake Mead, there remains a lot of uncertainty as to where supply balances will be in the future.



2024 WSDM Storage Detail

	1/1/2024 Estimated Storage Levels ¹	CY 2024 Take Capacity ²	2024 Total Storage Capacity
WSDM Storage			
Colorado River Aqueduct Delivery System	1,544,000	130,000	1,657,000
Lake Mead ICS	1,544,000	130,000 ³	1,657,000
State Water Project System	977,000	593,000	1,991,000
MWD & DVCV Carryover	297,000	297,000	350,000 ⁴
MWD Articles 14(b) and 12(e)	0	0	N/A
Castaic and Perris DWR Flex Storage	219,000	219,000	219,000
Arvin Edison Storage Program	100,000	0	350,000
Semitropic Storage Program	190,000	45,000	350,000
Kern Delta Storage Program	114,000	32,000	250,000
Mojave Storage Program	19,000	0	330,000
AVEK Storage Program	27,000	0	30,000
AVEK High Desert Water Bank Program	11,000	0	112,000 ⁵
In-Region Supplies and WSDM Actions	1,014,000	635,000	1,246,000
Diamond Valley Lake	753,000	496,000	810,000
Lake Mathews and Lake Skinner	207,000	95,000	226,000
Conjunctive Use Programs (CUP) ⁶	54,000	44,000	210,000
Other Programs	586,000	64,000	1,181,000
Other Emergency Storage	381,000	0	381,000
DVCV Advanced Delivery Account	205,000	64,000	800,000
Total	4,121,000	1,422,000	6,075,000
Emergency	750,000	0	750,000
Total WSDM Storage (AF) ⁷	3,371,000	1,422,000	5,325,000

¹ Preliminary start of year balances, subject to DWR adjustments and USBR final accounting in May 2024.

² Take capacity assumed under a ten percent SWP Table A Allocation. Storage program losses included where applicable.

³ Take capacity based on planned maintenance activities and current CRA supply estimate.

⁴ Total storage capacity varies year-to-year based on prior year remaining balance added to current year contractual limits.

⁵ Reflects 40 percent of the AVEK High Desert Water Bank Program's total storage capacity that has been constructed. The total storage capacity for the AVEK High Desert Water Bank is 280 TAF. Full recharge and recovery operation anticipated by 2027.

⁶ Total of all CUP programs including IEUA/TVMWD (Chino Basin); Long Beach (Central Basin); Long Beach (Lakewood); Foothill (Raymond and Monk Hill); MWDOC (Orange County Basin); Three Valleys (Live Oak); Three Valleys (Upper Claremont); and Western.

⁷ Total WSDM Storage level subject to change based on accounting adjustments.

MET's Water Quality Update

Water System Operations

Metropolitan member agency water deliveries were 70,200 acre-feet (AF) for January, with an average of 2,260 AF per day, about 1,300 AF per day lower than in December. Metropolitan suspended Cyclic and Conjunctive Use Program deliveries in January to preserve State Water Project supplies. Treated water deliveries were 13,400 AF lower than in December, for a total of 36,700 AF, or 52 percent of total deliveries for the month. The Colorado River Aqueduct (CRA) pumped a total of 60,000 AF in January. Metropolitan maintained a four-pump flow along the CRA for most of the month. State Water Project (SWP) imports averaged 600 AF per day, totaling about 19,800 AF for the month. The target SWP blend is 0 percent for the Weymouth, Diemer, and Skinner plants.

On December 1, 2023, the Department of Water Resources issued an initial 10 percent SWP Allocation for 2024. The 10 percent SWP Allocation, when combined with Colorado River supplies, does not provide the region with sufficient water to meet demands, and Metropolitan will need to rely on stored supplies if the allocation continues to remain low. Water supplies continue to be managed according to Water Surplus and Drought Management (WSDM) principles and operational objectives with an emphasis on positioning SWP supplies to meet future demands in the SWP-dependent area. Metropolitan continued deliveries to Desert Water Agency and Coachella Valley Water District. With the low initial SWP Allocation, Metropolitan minimized its use of Table A supplies this month and will adapt its operations based on supply conditions as the year progresses.

Water Treatment and Distribution

In response to the low initial SWP allocation this month, the SWP target blend entering the Weymouth plant was lowered from 80 percent to zero percent. The SWP blend for the Diemer plant remained below 10 percent. The SWP target entering Lake Skinner was lowered to zero percent in January, and the SWP blend leaving the lake decreased gradually from 60 percent to below 40 percent. Flow-weighted running annual averages for total dissolved solids from December 2022 through November 2023 for Metropolitan's treatment plants capable of receiving a blend of supplies from the SWP and the Colorado River Aqueduct were 385, 442, and 490 milligrams per liter (mg/L) for the Weymouth, Diemer, and Skinner plants, respectively.

Metropolitan staff began work to install a 24-inch Cla-Val pressure control valve inside the OC-88 sectionalizing valve structure along the Allen McColloch Pipeline (AMP). The valve installation is being performed for improved hydraulic control of the AMP, in response to a recent inspection of this prestressed concrete cylinder pipeline. Staff coordinated with Engineering Services and Safety & Regulatory Training (SRT) to remove the structure roof slabs. The existing lifting eyes were compromised, requiring new through-bolt style lifters to be procured and installed. The roof slabs are 6' wide and

23' long, weighing 23,000 lbs. Staff installed pipe elbows, isolation valves, and blind flanges for a bypass line at the OC-88 sectionalizing valve on the AMP during the Diemer plant shutdown. The final piping connections will be installed next month. The new bypass line will allow flexibility to operate the AMP at a lower pressure.

Future Legislation and Regulation

On December 19, the State Water Resources Control Board adopted its proposed Direct Potable Reuse regulations. The regulations provide the regulatory framework by which highly treated recycled water can be introduced either immediately upstream of a water treatment plant or directly into a public water system. Metropolitan commented with the Los Angeles County Sanitation Districts on the proposed regulations, as the regulations govern the DPR options for Pure Water Southern California.

On December 21, Metropolitan staff sent a comment letter supporting EPA's second draft guidance on how to apply the "functional equivalency" test found in the Supreme Court's *County of Maui v. Hawaii Wildlife Fund* decision. Under the Maui decision, the Supreme Court set forth seven factors to determine whether a NPDES permit is required when a point source pollutant discharged to groundwater has the same "functional equivalency" as a direct discharge to navigable water. Metropolitan operations are not expected to be affected by the new guidance, though the guidance is expected to help protect source water quality throughout the Colorado River Basin.

On December 22, Metropolitan staff provided comments on Division of Drinking Water's new "Clearinghouse Annual Inventory Report (CAIR)." The CAIR consolidates a section of the Electronic Annual Report (eAR) and 2023 Drought and Conservation Reporting Order into a centralized location for public water systems to report water supply and demand data. Metropolitan staff requested that three of Metropolitan's small water systems be removed from the drought reporting requirements under CAIR and offered technical fixes to help streamline data reporting. The CAIR went into effect January 1, 2024. Metropolitan staff were asked by DDW to serve on a working group to help streamline the reporting requirements under CAIR.

On December 26, Metropolitan staff submitted comments on CARB's Zero-Emission Forklift Rulemaking package. The proposed rule prohibits fleet operators from purchasing new propane or gasoline-fueled Class IV (any lift capacity) and Class V forklifts (lifting capacity up to 12,000 lbs.) starting in 2026. Metropolitan operates approximately 30 forklifts subject to the requirements of the proposed regulation. Metropolitan's comments focused on streamlining the forklift reporting requirements and modifying the low-use forklift purchasing exemption. CARB anticipates adopting the rule in Summer 2024.

On January 5, in accordance with a Consent Decree in the *NRDC v. EPA* case, the court announced that EPA will be required to propose a maximum contaminant level goal ("MCLG") and a national primary drinking water regulation ("NPDWR") for perchlorate by November 21, 2025, and publish a final MCLG and NPDWR by May 21,

2027. Previously, staff has commented in support of EPA promulgating a federal perchlorate standard to protect public health and help with long-term remediation of perchlorate contamination in the Colorado River Basin. Metropolitan staff will continue to monitor and engage in any future regulatory activity with respect to perchlorate.

On January 8, the California Association of Mutual Water Companies, Community Water Systems Alliance, and the California-Nevada Section of the American Water Works Association submitted a letter in response to the Office of Environmental Health Hazard Assessment's (OEHHA) request for comments on the Draft Proposed Health-Protective Concentration for the Noncancer Effects of Hexavalent Chromium in Drinking Water. Staff provided support in developing the letter, which requested that OEHHA explain the rationale for changing uncertainty factors that make the calculated health-protective concentration much more stringent and questioned the potential impact of a lower Maximum Contaminant Level on affordability, particularly for low-income

Wednesday, February 21, 2024

No violations of State or Federal regulations were recorded during the current period.



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The Metropolitan Water District of Southern California

Weekly Operations Plan for 2/15/2024 – 2/22/2024

For additional information, please contact James Bodnar at (213) 217-6099

1. **COLORADO RIVER AQUEDUCT:** The CRA is at a 3-pump flow.
2. **EAST BRANCH SPW:** Rialto Pipeline will average a flow between 90 and 140 AF/day. Santa Ana Valley Pipeline will be at 60 AF/day. Inland Feeder flow will be at 100 AF/day.
3. **WEST BRANCH SPW:** The flow from Castaic Lake will range between 350 and 400 AF/day. Flow to SCVWA (formerly CLWA) is currently at 60 AF/day.

4. **TERMINAL RESERVOIRS:**

Reservoir	Current Storage* (AF)	Percent of Capacity
Lake Mathews	154,200	85%
Lake Skinner	42,100	96%
DVL	754,900	93%

*as of 2/14/2024

5. **WATER QUALITY:**

Plant	Targeted Blend (% SPW)	TDS (mg/L)	TTHMs (µg/L)
	As of 2/14/2024	As of 2/14/2024	As of 1/8/2024
Weymouth	0	645	21
Diemer	0	659	29
Skinner	0	572	39
Jensen	100	300	14
Mills	100	235	19

6. **WATER DELIVERIES:** February deliveries are forecasted to be about 64 TAF. As of February 14, 2024, total system demands are about 2,200 AF/day, a decrease of about 200 AF/day from last week.
7. **HYDROELECTRIC GENERATION:** As of February 14, 2024, the total daily average generation for the week was about 7.0 MW, with 2 of 15 hydroelectric plants in operation.

COLORADO RIVER ISSUES

Development of Post-2026 Operational Guidelines Environmental Impact Statement

The U.S. Bureau of Reclamation (Reclamation) initiated the process of developing Post-2026 Operational Guidelines for the Colorado River system reservoirs in June of last year. Reclamation has issued the report on the proposed federal action's purpose, need, and scope. Since that time, the Colorado River Basin States have been working toward the development of an alternative that would be submitted to Reclamation to be analyzed as part of the Environmental Impact Statement (EIS) for the Post-2026 Operational Guidelines. Metropolitan General Manager Adel Hagekahlil and other Metropolitan staff have been participating in various aspects of that effort. The alternative will include new provisions for water reductions to the Colorado River Basin States. Reclamation will evaluate the alternatives with several different possible future water supply conditions, including conditions that are much drier than has been experienced in recent years. These drier hydrologies will include the potential for up to 4 million acre-feet of water reductions in certain years. It is hoped that all seven states will support a single alternative, but at this point, there continues to be a divide between the Upper and Lower Basin States regarding shortages and Lake Powell operations. It is possible that each Basin State will submit its own proposal to Reclamation by the March 2024 deadline.

As part of this effort, Metropolitan has been meeting with agencies in California to discuss how reductions in California might be shared among the Section 5 contractors. The alternative that will be submitted in March 2024 will not include reductions to individual water agencies but rather water reductions to each state. The various states will have time between March and the end of 2024 to determine how each state will share reductions and other parameters, such as storage in Lake Mead. Metropolitan staff will provide a report to the Board on the details of the proposal once it is submitted to Reclamation in March 2024. After the proposal is submitted, Reclamation will begin analyzing the alternatives and anticipates issuing a draft EIS in December 2024. There is no schedule of actions beyond December 2024, but the next steps would be to prepare a Final EIS and Record of Decision in time for the development of the 2027 Colorado River Annual Operation Plan. Congressional legislation may be needed to implement the Record of Decision.

DELTA CONVEYANCE ACTIVITIES AND STATE WATER PROJECT ISSUES

Delta Conveyance

At the January 24th Special Meeting of the Delta Conveyance Design and Construction Authority (DCA) Board of Directors, the DCA Board adopted a resolution amending the Joint Exercise of Powers Agreement with DWR. Director Miguel Angel Luna was appointed by vote to be the DCA legislative liaison.

Sites Reservoir

At the January 19th Joint Reservoir Committee and Sites Authority Board meeting, the Reservoir Committee and the Authority Board directed staff to proceed with implementing proposed policy recommendations from the Local Community Working Group to ensure project alignment with the local community's vision for a successful outcome. The Reservoir Committee and Authority Board authorized the Executive Director to submit the project's Clean Water Act section 404 and 401 Permit

applications.

Science Activities

Metropolitan staff completed their review of the State Water Resources Control Board (State Water Board) Bay-Delta Water Quality Control Plan Draft Staff Report (Draft Staff Report). This report evaluates the impacts of Bay-Delta Plan update-alternatives, including unimpaired flow alternatives and the Agreements to Support Healthy Rivers and Landscapes (also known as Voluntary Agreements). Metropolitan submitted its comment letter to the State Water Board on the Draft Staff Report on January 19, 2024. The letter focuses on supporting the Healthy Rivers and Landscapes Agreements and the impacts to Metropolitan as a result of the proposed unimpaired flow alternatives.

Metropolitan science staff submitted their reviews of the Summer Fall Habitat Action 2023 Report. The report details the use of the 100 TAF action to maintain low salinity habitat in Suisun Marsh and Grizzly Bay, which would overlap with more turbid water with greater densities of food. Results suggest that the conjoined action had a limited impact on the Delta smelt habitat, but results are still pending on the food metrics.

Delta Island Activities

Metropolitan staff is finalizing the revised Webb Tract grant agreement that incorporates two projects, a rice project, and a wetland habitat restoration project. A Request for Proposal for the Rice Project will be released in Spring 2024 with construction expected to begin Fall 2024 if the Board approves it. The Wetland Habitat Restoration Project will begin design and California Environmental Quality Act compliance in Spring 2024, with project approvals expected in mid-2025. Construction will follow in late 2025 if the Board approves it.

PUBLIC/GOVERNMENT AFFAIRS

MEMBER AGENCY SUPPORT

Public Affairs Staff:

- Hosted a Public Affairs Workgroup (PAW) meeting on February 22 to showcase MWDOC's K-12 Choice School Programs, network with Orange County PIOs, and share program updates and upcoming events
- Partnered with Yorba Linda Water District and Hashtag Pinpoint to film a Member Agency spotlight campaign pilot emphasizing collaboration in OC water supply and reliability
- Created and distributed Spring 2024 bill Inserts for nine (9) Member Agencies
- Hosted the Consumer Confidence Report (CCR) kickoff meeting on February 15 with OC water providers and Stetson Engineers
- Met with Irvine Ranch Water District to discuss the role of the Water Energy Education Alliance (WEEA) and the Westminster Coronet Park project

Government Affairs Staff:

- Circulated the Grants Tracking & Acquisition monthly report to member agencies
- Met with legislative staff at IRWD to review 2024 priorities and upcoming legislation

COMMUNITY AND SPECIAL EVENTS

Public Affairs Staff:

- Coordinated and hosted MWDOC's January 31 Water Policy Forum & Dinner at the Westin South Coast Plaza, featuring a panel of five (5) Southern California general managers
- Currently hosting the Metropolitan Water District of Southern California Traveling Art Show (February 20 – March 5) featuring 38 winners, three (3) of which are from MWDOC's service area
- Co-hosted an informational booth with MWDOC's Water Use Efficiency team at Shipley Nature Center's California Native Plant Sale

Government Affairs Staff:

- Participated in the OCBC Government Affairs Committee meeting
- Attended the OCBC Infrastructure Committee meeting
- Participated in the ACC-OC Legislative and Regulatory Committee meeting

K-12 WATER EDUCATION

Public Affairs Staff:

- Provided information regarding the MWDOC K-12 Choice School Programs to the City of Garden Grove, City of Fountain Valley, Santa Margarita Water District, City of Huntington Beach, City of La Habra, Irvine Ranch Water District, and Moulton Niguel Water District
- Met with MWDOC 3-12 Choice School Program contractor, Orange County Department of Education's Inside the Outdoors, to discuss program progress and upcoming family engagement opportunities

WORKFORCE INITIATIVE

Public Affairs Staff:

- **Speakers Bureau:** Secured speakers from Valley Water and hosted the February 27 Water Energy Education Alliance (WEEA) Leadership Roundtable Meeting
- Provided information to Director Crane about Project Water Forward – an Orange County collaboration seeking input to create a K-14 career pathway pilot to water and energy jobs
- Secured a speaker from The Workforce Equity Lab for an April 2024 WEEA Leadership Roundtable meeting
- Meet with California Community Colleges, Santiago Canyon College, and Generation: NOW! to discuss a California Municipal Utilities Association grant opportunity for Orange County
- Met with WEEA sponsor Tomorrow's Talent to discuss a WEEA communications strategy
- Attended Water Replenishment District's Water Workforce Ad Hoc Committee meeting
- Met with potential WEEA sponsors for the 2024/25 Fiscal Year
- Met with Generation: NOW! to discuss Orange County grant and leadership opportunities
- Participated in the Department of Water Resources Water Education Committee Networking Session
- Met with Dr. Jon Caffrey, Orange County Regional Director, California Community Colleges, to discuss a WEEA-OC collaborative and grant opportunities

DIGITAL COMMUNICATIONS, PUBLICATIONS, AND MEDIA ENGAGEMENT

Public Affairs Staff:

- Prepared and distributed content for social media
- Updated the MWDOC website as requested by several departments
- Prepared and delivered MWDOC February eCurrents newsletter

- Open Rate 56% (utilities average 24.6%)

SPECIAL PROJECTS

Public Affairs Staff:

- Met with San Diego County Water Authority to discuss their Citizens Water Academy program structure
- Met with strategic digital communications contractor, Hashtag Pinpoint, to discuss direction, goals, and engagement opportunities
- Began planning and participated in the OC Water Summit Ad Hoc Committee meeting
- Met with Bart Garcia from Metropolitan Water District of Southern California and Three Valleys Municipal Water District to plan Director Seckel's upcoming State Water Project inspection trip.
- Met with Orange County Department of Education's Inside the Outdoors and Ten Strands to discuss co-hosting an Earth Day event

Governmental Affairs Staff:

- Staffed the monthly WACO meeting featuring speaker John Kennedy
- Participated in the CSDA Professional Development Committee meeting
- Staffed the ISDOC Executive Committee meeting
- Met with OC LAFCO staff to get an update on the MSR report progress
- Invited and confirmed speakers for the March and April WACO meetings
- Staffed the WACO Planning Committee meeting
- Along with Harvey De La Torre, met with staff from Webb and Associates to provide follow-up and clarifying details to the documents provided as part of the OC LAFCO Focused MSR

OUTREACH METRICS

Public Affairs Staff:

- Google Performance Analytics (January 2024)
 - 146 business profile interactions
 - 1,378 people viewed the business profile
- Website Analytics (GM report timeframe)
 - 1.5k pageviews + 14 OC Water-Smart Parks Microsite site sessions
 - Top pages for this date range
 - Water Use Efficiency 768
 - MWDOC Homepage 141
 - Water Policy Forum 87
 - Agendas, Packets, Minutes 46
 - RFPs and RFQs 32

- ocwatersmartgardens.com Analytics (January 2024)
 - 352 Sessions
 - Top pages for this date range
 - Landing Page
 - Helpful Plant List
 - Searching for specific plant name
- Social Media (January 30thst -February 26th)

According to Hootsuite – the global leader in social media management –a good engagement rate is between 1% to 5%.

For this period, MWDOC's engagement rate is at 7.37%%

 - 123,521 Post reach (number of people)
 - 9,100 Post engagements (actions taken – likes, shares, etc.)

LEGISLATIVE AFFAIRS

Governmental Affairs Staff:

- Attended the ACWA Federal Affairs Committee meeting
- Participated in the Metropolitan Water District Legislative Coordinators meeting
- Attended the CMUA Capitol Days program in Sacramento
- Along with Joe Berg, met with Metropolitan legislative and conservation staff to review and provide feedback on a bill proposal
- Met with Assemblywoman Laurie Davies' staff to review upcoming Community Leaders Briefing
- Participated in the ACWA Region 10 State Legislative Committee prep meeting
- Attended the CMUA Regulatory and Legislative Committee meetings
- Participated in the CSDA Legislative Committee meeting
- Attended the CCEEB WCW Committee meeting
- Provided an overview of the upcoming Washington D.C. meetings and talking points to the Legislative Ad-Hoc Committee
- Participated in the Metropolitan Member Agency Legislative Coordinators meeting

WATER USE EFFICIENCY

ORANGE COUNTY DATA ACQUISITION PARTNERSHIP (OCDAP) STEERING AND TECHNICAL ADVISORY COMMITTEE (STAC)

On February 13, Rachel Waite attended the OCDAP STAC. The working group collaborates on and organizes a regional effort to cost share the acquisition of high-resolution aerial imagery and related products. Discussion focused on the Cycle #3 Request for Proposals.

The next meeting is scheduled for March 12.

ORANGE COUNTY FIRE CHIEFS' ASSOCIATION MEETING

On March 15, Rachel W. attended the Orange County Fire Chiefs Association Meeting, attended by Chiefs and staff of the 10 Fire Departments in Orange County. In coordination with Metropolitan staff, Rachel presented information on Metropolitan's DWR grant funding available for the Direct Recirculating Apparatus Firefighting Training Sustainability (DRAFTS) Unit, a training unit that holds and recirculates water during training and testing operations.

METROPOLITAN WATER USE EFFICIENCY WORKGROUP MEETING

On February 15, Rachel Davis, Rachel W., Beth Fahl, Sam Fetter, and Tina Fann attended the Metropolitan Water Use Efficiency Workgroup meeting. Items on the agenda included:

- External Affairs Update
 - Water Conservation Survey Results
 - Treebate Collaterals
- Municipal Leak Detection (MWDOC; Rachel Davis)
- Accelerate Resilience L.A. (ARLA): Advancing Resilience Through Distributed Stormwater Capture & Conservation

The next meeting is scheduled for March 14.

WATER CONSERVATION PARTICIPATION AGREEMENT MEETING WITH INLAND EMPIRE UTILITIES AGENCY (IEUA)STAFF

On February 15, Beth met with Christopher Garcia and Eddie Lin of IEUA to discuss the development of MWDOC's Master Water Conservation Participation Agreement with the member agencies and its ongoing administration. IEUA is looking to implement its own

Master Agreement and was seeking information about the process and the steps involved.

CALIFORNIA LANDSCAPE CONTRACTORS' ASSOCIATION (CLCA) OC CHAPTER - LUNCH & LEARN

On February 15, Tina attended a Lunch & Learn session hosted by the CLCA OC Chapter at Ewing Outdoor Supply in San Juan Capistrano. Representatives from Netafim presented on the different components of drip systems, how soil type and slope affect drip design, and how to properly design a system for correct pressure and flow.

PROJECT AGREEMENT (PA) 22 ADVISORY WORKGROUP MEETING

On February 20, Rachel W. joined the PA 22 Advisory Workgroup hosted by the Santa Ana Watershed Project Authority (SAWPA) and attended by SAWPA member agencies. Topics discussed included the Proposition 1 Enhanced Decision Support Tool and SARCCP Water Budget Assistance, including MWDOC's Dedicated Irrigation Meter Landscape Area Measurements Project.

The next meeting is scheduled for February 20.

MESA WATER DISTRICT - WATER ISSUES STUDY GROUP

On February 20, Sam and Tina presented at Mesa Water District's Water Issues Study Group (WSIG) about the importance of water use efficiency and MWDOC's rebate programs. WSIG is an adult education program for Mesa Water District customers that provides group discussions about water resources and issues.

CALIFORNIA IRRIGATION INSTITUTE (CII) CONFERENCE

On February 26, Rachel W. attended the CII Conference held in Sacramento. Rachel presented *The Economic Impacts of the Conservation as a California Way of Life Framework* and sat on a panel focused on the Framework, along with staff from DWR, ACWA, Maureen Erbeznick and Associates, and Eagle Aerial.

CONSERVATION FRAMEWORK - DEDICATED IRRIGATION METER (DIM) LANDSCAPE AREA MEASUREMENT (LAM) PROJECT KICK-OFF MEETING WITH YORBA LINDA WATER DISTRICT

On February 27, Rachel W. and Sam met with staff from Yorba Linda Water District and project consultant NV5 for a DIM Area Measurements Project kickoff meeting. The DIM Area Measurements Project provides Orange County retail water agencies access to MWDOC's consultant, NV5, to obtain DIM landscape area measurements and classifications as required by SB606 and AB1668 (Conservation Framework). MWDOC, NV5, and retailer staff discussed the Project, workflow, and next steps.

Kick-off meetings will be scheduled with each participating retailer, and follow-up meetings will be scheduled as needed.

ALLIANCE FOR WATER EFFICIENCY (AWE) WATER EFFICIENCY RESEARCH COMMITTEE (WERC) MEETING

On February 27, Rachel W. joined the AWE WERC meeting. Topics discussed included the WERC work plan, committee project and research updates, and group activity, where MWDOC's tree efforts were discussed. When the Tree Incentives Pilot is evaluated, results will be shared with the committee.

The next meeting will be scheduled in May.

STACKED WATER USE EFFICIENCY INCENTIVES DISCUSSION

On February 29, Joe, Rachel W., Beth, Sam, and Tina met via Zoom with staff from Orange County Public Works, Orange County Stormwater, Geosyntec, Sunkist Solutions, and Environmental Incentives to continue discussions on opportunities to advance regional water use efficiency and Orange County stormwater goals through a potential partnership to expand a stacked incentives pilot program. Items discussed included:

- Refresh on Key Questions and Opportunities
- Discussion of Collaboration Opportunities
- Next Steps

The next meeting has yet to be scheduled.

ALLIANCE FOR WATER EFFICIENCY (AWE) LARGE-SCALE LANDSCAPES LEARNING COHORT SESSION #2

On March 4, Tina attended the second AWE learning cohort exploring unintended consequences of landscape transformations and how to avoid them. Topics on the agenda included:

- Landscape Transformations: Effects on Heat, Equity, and Streamflow
- Commercial Facility Irrigation Assessment Program
- Tackling Tree Loss After Landscape Transformations

The next learning cohort is scheduled for May 7.

RAIN BIRD IRRIGATION PRODUCTS DEMO

On March 6, a Rain Bird Corporation representative visited Water Use Efficiency staff to provide information on new projects they are undertaking and to demonstrate and provide education on new products available.

ORANGE COUNTY WATER USE EFFICIENCY WORKGROUP MEETING

On March 7, Joe, Rachel D., Rachel W., Beth, Sam, and Tina hosted the Orange County Water Use Efficiency Workgroup meeting. Items on the agenda included:

- Conservation Framework Update
 - Waiting on Next SWRCB Framework Proposal
 - Roundtable: What are Agencies doing to prepare for compliance?
 - Is there anything else MWDOC can do to help?
- MET Conservation Program Updates
 - MWD Regional Program Deadline Changes
 - Tree Incentive Program Update
 - Grant Updates
- Water Use Efficiency Updates
 - Grant Funding Update
 - Recent Program Enhancements
 - Rebate Increases
 - Turf Replacement
 - Landscape Classification Efforts – Retailer Participation Wanted
 - Updated Inspection Manual
 - Direct Mailer - Postponed

The next meeting is scheduled for April 4.

INFORMATION CALENDAR

**MWDOC GENERAL INFORMATION
ITEMS**

MWDOC BOARD OF DIRECTORS

- Al Nederhood
- Larry D. Dick
- Bob McVicker
- Karl W. Seckel
- Randall Crane
- Jeffery M. Thomas
- Megan Yoo Schneider